



MOBILE OR TEMPORARY BUSINESS PERMIT APPLICATION

A **Mobile Business** operates a business from a mobile vehicle that visits one or more sites for a limited amount of time each day, but does not stay overnight. Examples of mobile businesses include deli or ice cream trucks.

A **Temporary Business** operates a business at a fixed location. Examples of temporary businesses include Christmas tree lots, fireworks, produce stands and food carts.

TRACKING INFORMATION (For Office Use Only)

File #: _____ Reviewing Planner: _____

Planning: Approved Denied for the following reasons: _____

Submittal Date: _____ Decision Date _____

APPLICATION TYPE: Mobile Business Temporary Business

BUSINESS INFORMATION:

Business Name: _____

Please explain business activities and type of product/services sold: _____

If mobile business, list the number of mobile vehicles (power or self-propelled): _____

Address of commissary (if food vendor): _____

SITE LOCATIONS: Please list the address of each site used for two hours or longer. One site plan must be submitted for each site.

Site Address #1: _____

Site Address #2: _____

Site Address #3: _____

Site Address #4: _____

APPLICANT INFORMATION:

Applicant Name(s) _____

Mailing Address/State/Zip _____

Phone # _____ Email Address _____

I hereby certify that my business will continually conform to the standards of Chapter 5.08 of the City of Hillsboro Municipal Code pertaining to mobile and temporary business. I understand that this permit is subject to revocation at any time by the City Council for cause, pursuant to Hillsboro Municipal Code 5.08.090.

Applicant's Signature _____ **Date** _____

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits

**MOBILE OR TEMPORARY BUSINESS PERMIT APPLICATION
(CONTINUED)**

SITE LOCATION & DESCRIPTION: This information must be provided for each site used for a mobile business.

Site Address _____

Tax Map #(s) _____ Tax Lot #(s) _____

Zoning _____

List days of the week and hours per day that business vehicle or use will be operating on this site:

Dates of temporary business operation: Start Date: _____ End Date: _____

(Note: temporary businesses may be approved for a maximum of 60 consecutive days, with up to two 60 consecutive day extensions, upon written request.)

Site Owner Name(s) _____

Mailing Address/State/Zip _____

Phone #: _____ Email Address: _____

I hereby grant permission to the applicant to utilize the subject property for a mobile or temporary business under the provisions of Section 5.08 of the City of Hillsboro Municipal Code.

Site Owner's Signature _____ **Date:** _____

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APPROVAL CRITERIA - MOBILE OR TEMPORARY BUSINESS PERMIT

The approval criteria and requirements for a Mobile and Temporary Business can be found in Section 5.08 of the City of Hillsboro Municipal Code. The information below and the checklist summarize these requirements.

Mobile Business

Permission: Obtain written permission from owner, leasing agent or person in charge of the property(ies) where the business will operate.

Hours of Operation

- Eight a.m. to midnight in commercial zones that are more than 50 feet from a residential zone; and
- Eight a.m. to nine p.m. in residential zones and in commercial zones within 50 feet of a residential zone.

Length of Stay

- Seven hours total: six hours for operation and an additional hour for set-up and take-down.

Location

- Properties zoned for commercial or industrial use;
- Properties zoned for multi-family residential uses and containing 10 or more multi-family dwelling units; or
- Properties that are publicly-owned.

Temporary Business

Permission: Obtain written permission from owner, leasing agent or person in charge of the property(ies) where the business will operate.

Hours of Operation

- Eight a.m. to midnight in commercial zones that are more than 50 feet from a residential zone; and
- Eight a.m. to nine p.m. in residential zones and in commercial zones within 50 feet of a residential zone.

Location

- Properties zoned for commercial retail use pursuant to CDC;
- Properties owned by organizations which qualify for business license exemption certificates under HMC [5.04.020](#)(C)(1), (3), (4) or (7).

Length of Stay

- 60 consecutive days of business operation, with up to two 60-consecutive day extensions, upon written request. Temporary business operations on a site may not exceed 180 days in a 12-month period.

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SUBMITTAL CHECKLIST - MOBILE OR TEMPORARY BUSINESS PERMIT APPLICATION

- The completed and signed Mobile or Temporary Business Permit Application.
- Permission from property owner (if other than applicant) by signature on each site plan or in a separate letter.
- Site plan for each site illustrating lot dimensions, abutting street, location of permanent structures on the site, driveways, fire lanes, business vehicles, proposed location of mobile vehicle, temporary electrical hookups, furniture, trash containers and parking.
- The appropriate filing fee **PAYABLE TO CITY OF HILLSBORO**.

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