

General information

A home occupation application is required when a business or commercial activity is proposed to take place within a dwelling unit by the permanent residents. If business is entirely inside with no customers visiting the site, it is reviewed under a Type I procedure. If customers are coming and going, it is reviewed under a Type II procedure.

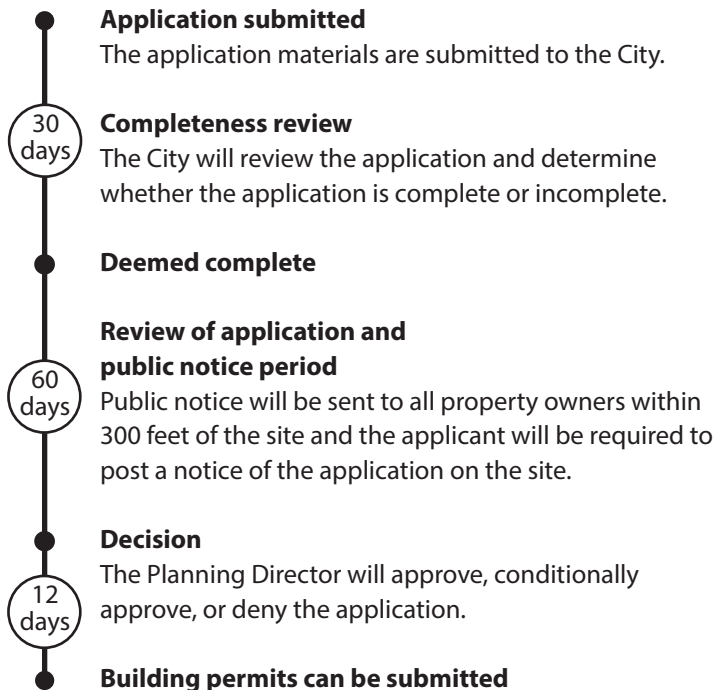
Code

Regulations about home occupations can be found in Gresham Community Development Code (GCDC) in **Section 10.0500**.

Application materials

- Non-refundable fee of **\$1,333**.
- A completed **development permit application**.
- Ten copies of the **narrative statement form**.
- Ten copies of a **site plan** (11x17) showing location of existing and proposed:
 - Structures
 - Property lines
 - Driveways
 - Parking
 - Water & sewer lines
 - Locations and sizes of trees (if they will stay or be removed)
- Ten copies of a **preliminary floor plan** that shows:
 - Dimensions of each room
 - Use of each room
 - Location of building exits

Timeline (3-4 months)



 **How long does my permit last?**

Once a home occupation is approved, it continues to be allowed as long as you have a valid business license. Business licenses must be renewed.

 **Will I need to get building permits?**

Only if you are changing walls or changing mechanical, electrical, or plumbing.

 **How much area of a building can be used for activities related to the home occupation?**

Up to 50%. This amount includes equipment storage. None of this area may exist outside.

 **Can I convert my garage?**

Yes. This area will be included in the up to 50% that can be used toward home occupation activities.

 **Does extra parking need to be paved?**

Yes, required parking needs to be paved. Pavers are acceptable; gravel is not.

 **Can I have signs?**

Yes, but they must meet the requirements of the Gresham Community Development Code (GCDC) Section A6.050 A + B

 **Can I manufacture items?**

It depends on the scale of manufacturing activities. For instance, the following are allowed: beer brewing, catering services, 3D printing services, and crafts such as knitting.

 **Can I sell cars?**

You are allowed to operate a car sales office with a home occupation permit. You cannot store vehicles or have people come to the site to view or buy a vehicle at the site of the home occupation.

 **Can I run a landscaping business?**

A home occupation permit allows you to have an office for a landscaping business. Equipment can be stored, but all home occupation activities cannot take up more than 50% of the total building. No commercially-licensed vehicles can be on the property. You can not dispatch your company's fleet from the home occupation site.

 **Do I need a home occupation permit for child daycare?**

No. This process is done through the County and/or State.

 **Can I have an animal day care?**

No because animal care will always include outdoor activities.

SITE INFORMATION		Office use only:	
Site street address/location		Project #	Work order #
		Procedure <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Type III <input type="checkbox"/> Type IV	
City, state, ZIP	Assessor's R# (9 digits)	Pre-app #	
		Land use designation	Special Purpose Overlay districts
APPLICANT INFORMATION			
Name of applicant	Name of representative	Previous land use actions	
Name of firm	Name of firm		
Mailing address	Mailing address		
City, state, ZIP	City, state, ZIP		
Phone	Phone		
Email	Email		
ATTACHMENTS		NON-EPLAN SUBMITTALS MUST BE IN COLLATED, FOLDED PACKETS. Rolled plans will NOT be accepted. For number of copies, see handout, submittal checklist, or check with the Planner on Duty. Planner will advise applicant on the number of additional plans and/or narratives needed for further processing.	
<input type="checkbox"/> Submittal checklist* <input type="checkbox"/> Narrative description <input type="checkbox"/> Fee	<input type="checkbox"/> Plans, maps, special reports (see checklist) <input type="checkbox"/> Proof of ownership (deed to all properties) <input type="checkbox"/> Proof of neighborhood meeting*		
YOUR APPLICATION MAY NOT BE ACCEPTED IF ALL ABOVE ATTACHMENTS ARE NOT INCLUDED.			
<input type="checkbox"/> Notarized Letter of Authorization (if there is no owner signature below)			
NOTARIZED SIGNATURES			
By signing, I/we authorize the City of Gresham employees, Hearings Officer, Planning Commissioners, Design Commissioners and all other City of Gresham officers, agents, authorized representatives and/or independent contractors to enter the site described above for inspection of site in conjunction with this land use application.		Notary stamp	
State of Oregon } County of Multnomah } SS			
Signed and sworn to (or affirmed) before me on _____, 20____ by _____ as _____ of _____.			
X _____ Applicant signature	X _____ Representative signature (if signing on behalf of owner)		
		Notary signature:	
		My commission expires:	
APPLICATION FEES			
Submitted to	Date paid	Total non-refundable fee	

Business / Commercial activity	
Describe the proposed business or commercial activity.	
Business or commercial activity will take place <input type="checkbox"/> Entirely at the home <input type="checkbox"/> Only partly at the home	Use will be <input type="checkbox"/> Full-time <input type="checkbox"/> Occasional Describe:
Will the business involve employees (other than residents)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many employees will be on site at a time? _____	Will customers visit the home to do business? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, between what hours will customers be on the property? _____ and _____
Will there be any noise, vibrations, odors, heat? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:	<i>The generation of noise, vibrations, odors, heat, glare or visual or audible electrical interference detectable beyond any property line on a regular or ongoing basis is prohibited.</i>
Building information	
Will physical changes be made to the building to accommodate business or commercial activity? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:	
How big is the house? _____ square feet	How much space will be used for business / commercial activity? _____ square feet
Will there be any signs on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be any display visible to the public indicating the dwelling is used for anything besides a residence? <input type="checkbox"/> Yes <input type="checkbox"/> No
Parking and access	
Number of existing parking spaces: _____ Number of additional parking spaces needed: _____	What is the maximum number of customer vehicles that will visit the home occupation location at a time?
Will any commercially-licensed vehicle in excess of 3/4 ton manufacturer's rating be used or parked at the dwelling? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How many deliveries will be made to the residence (other than by traditional small-scale means normally found in a residential area)?	Where will deliveries be received?