



# CITY OF GRESHAM

Finance and Information Technology  
**Business License Section**  
 1333 NW Eastman Parkway  
 Gresham, OR 97030-3813

## Business License Application (For a Home Occupation)

Any person who engages in any business within the city, or transacts any business for the purpose of generating revenue, must first obtain a business license. This license shall be in addition to any other license requirement of the City, County or State. (City Code 9.05.020)

The Business License is effective for a 12 month period, beginning on the first day of the month that it was applied for. A late fee of \$5.00 (or 10% per annum-whichever is greater) will be charged on all accounts for every 30 days that the license fees are not paid. (City Code 9.05.050-080)

**General Information: (Please Print or Write Legibly)**

9.05.05 (3)

(1) A notice that the application is a public record and that the city shall exempt from disclosure information of a personal nature to the extent permitted by the Oregon Public Records and other applicable laws.

Business Name			
Location Address			
City, State, Zip			
<i>Mailing Address</i>			
<i>City, State, Zip</i>			
Business Phone		Fax Number	
E-mail Address			

**Owner Information:**

First & Last Name(s)			
Address			
City, State, Zip			
<i>Mailing Address</i>			
<i>City, State, Zip</i>			
Emergency Contact:		Phone:	
Home/Other Phone:		SS. # or Fed ID	
Date of Birth		Driver's License #	

**Business Information:**

Type of Business:			
Describe the type of service/goods you will provide, sell or manufacture:			
SIC Code or NAICS Code:		# Of Employees:	

**Business License Fee**

1-2 Employees (Owners Count as employees)  
 3 or more employees \$ 3.00 each: \_\_\_\_\_ X \$3.00

\$ 75.00 per year  
 \$ 00.00 No fee  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Total Due**



**PLEASE COMPLETE THE FOLLOWING INFORMATION IF IT APPLIES TO YOUR BUSINESS.**

**Home Based Businesses:**

State Registered \_\_\_\_\_ Daycare Provider \_\_\_\_\_ Adult Care Home \_\_\_\_\_

All other types of Home Based Businesses must complete a Home Occupation Permit Application.

**Retail Sales:**

Will your business sell used items? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will you have a Musical device (juke box)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will you have Coin Operated Amusement Devices? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will you offer Bingo or other Social games? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Transportation Businesses:**

Will you provide Taxi or other Transportation Services? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Construction / Landscape Businesses:**

Construction Contractor Board License Number: \_\_\_\_\_  
Landscape Board License Number: \_\_\_\_\_  
Building Codes Agency License Number: \_\_\_\_\_  
Registration Type: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

Exemption Status: Exempt  Non-Exempt

**Professional Licenses:**

Please list all other licenses issued to you related to this business:

Agency: \_\_\_\_\_ License Number: \_\_\_\_\_

Agency:	License Number:

**Business Location:**

\_\_\_\_\_ Home Office \_\_\_\_\_ New Development Name of  
\_\_\_\_\_ Industrial Park \_\_\_\_\_ Other Mall: \_\_\_\_\_  
\_\_\_\_\_ Office Building \_\_\_\_\_ Land Use District  
\_\_\_\_\_ Strip Mall

**Applicant agrees to comply with all ordinances of the City of Gresham. Acceptance of the required fee and issuance of the business license does not entitle the licensee to carry on any business not otherwise in compliance with Federal, State and Municipal law.**

**Signature:**

**Date:**

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**(Business Owner or Contact Person)**

**Work Sheet To Calculate Fees**

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

**Calculating Fees:**

- a. Business License Fee + \$ 75.00
  - b. 1 to 2 Employees (Owner(s) count as employee) \$ No Fee
  - c. 3 or more employees \$3.00 each  
Number of Employees \_\_\_\_ (- 2) = \_\_\_\_\_ X \$3.00 each + \$ \_\_\_\_\_
- Total Due** (a +c) (Make checks payable to the City of Gresham) \$ \_\_\_\_\_

The term “employee” includes Owner(s) and includes the number employees working within the City of Gresham limits.

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I declare by my signature that I have the authority to complete this and to the best of my knowledge I believe the information in the application is true, correct and complete.

\_\_\_\_\_  
Signature of Business Owner or Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Be sure to include this worksheet along with your Business license application and payment to the City of Gresham.**

**For Office Use Only**

**Route to:**

**Comments:**

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**Business Licensing**  
**Carrie McKowen**

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**Permits**

✓


Major Home Occupation		Permit #:		Date Approved:	
Minor Home Occupation		Permit #:		Date Approved:	

**Notes and Follow Up:**


License Fees		Date Paid	
Employee Fees		Clerk's Initials	
Review Fee			
Total Received			
<b>License Number</b>			

# TYPE I HOME OCCUPATION PERMIT APPLICATION

Business License Section  
1333 NW Eastman Parkway  
Gresham OR 97030  
(503) 618-2370 FAX (503) 618-2268

## APPLICANT INFORMATION

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Description of proposed home occupation activity

A Type I Home Occupation must comply with all of the following standards. Please **CHECK** all that apply to your proposed home occupation. (Note: If you cannot comply with all items, this application may not be appropriate for you. Therefore, please meet with the Planner on Duty (POD) to determine if you need to file for a Type II Home Occupation instead.)

- The home occupation business can be conducted **only** by permanent residents of the home and the business must be secondary to the use of the dwelling as a residence.
- The home occupation shall not involve customers or clients coming to the residence.
- The home occupation shall not include non-family members and/or nonresidents as employees.
- No deliveries shall be made to the residence other than be traditional small-scale means normally found in a residential area, such as United States Postal Service, United Parcel Service, Federal Express, messenger services, etc. Such deliveries shall not restrict traffic circulation on the public street and sidewalks.
- Activities of or pertaining to the home occupation that occur at the home shall remain within the confines of the dwelling unit and/or garage. The home occupation shall not be located in other accessory structures.
- No more than an area equivalent to 50% of the total floor area of the home shall be used in connection with a home occupation or for storage purposes in connection with a home occupation.
- No signs shall be used indicating the existence of the home occupation.
- There is no display or other evidence that will indicate from public rights-of-way or abutting residences that the dwelling unit is used in whole or in part for any purpose other than as a dwelling.
- The home occupation shall not change the occupancy classification other than allowed in the residential building code.

(Continued on next page)

- There shall be no outside storage of materials or equipment associated with the home occupation. Nor shall there be any storage or use of explosive, flammable, radioactive, toxic, or other hazardous materials that are not normally found in the home nor in amounts not normally associated with a residence.
- No commercially-licensed vehicle in excess of ¾ ton manufacturer's rating shall be utilized or parked at the dwelling unit by any resident of the premises in connection with the home occupation.
- There shall be no generation on a regular or on-going time period of noise, vibrations, odors, heat, glare or visual or audible electrical interference detectable beyond any property line.
- I am not proposing any of the following as a home occupation: vehicle repair, maintenance or dismantling activity, vehicle sales, employee/crew staging, or industrial activities (such as manufacturing, fabrication, warehousing, industrial services, or welding).

By signing this application, I certify that the information provided above is truthful and I agree to comply with the requirements of a Type I Home Occupation, as described in Section 10.0500 of the City of Gresham Code, Volume 3, Community Development Plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If the applicant is not the property owner, the property owner/property manager must sign below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- This Type I Home Occupation Permit is valid from the date indicated below and shall remain valid as long as an active business license is maintained and renewed annually.
- **The home occupation must cease if the permanent residents do not reside in the dwelling for more than 30 consecutive days.**
- As per Section 10.0508 Home Occupation Enforcement and Revocation, this permit for a home occupation may be revoked by the Manager at any time for a violation of any provision of the ordinance, a violation of any term or condition of the permit, and/or failure to renew the City business license when due.

**DISCLAIMER NOTICE: Approval of a city land use or building permit does not warrant or otherwise guarantee that the applicant may legally use the property for the purpose, or in the manner, approved by the city as such use or purpose may impact third parties, including rights established by Covenants, Conditions and Restrictions (CC&Rs).**

[For Office Use Only](#)

\_\_\_\_\_  
Business License No.

\_\_\_\_\_  
Date