

HOME-BASED BUSINESS: **LICENSE APPLICATION CHECKLIST**

Business Name _____ Business Address _____

Business Activity Description: _____

A Type I Home-based business must comply with ALL of the following standards. Please check each item to confirm your understanding of and ability to meet all criteria.

Note: If you cannot comply with all items, this application may not be appropriate for you. Contact the Planner on Duty (POD) at POD@GreshamOregon.gov or (503) 618-2780 to determine if you need to file for a Type II Home-based business instead.

- The home-based 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.
- I am not proposing any of the following as a home-based business: vehicle repair, maintenance or dismantling activity, vehicle sales, employee/crew staging, or industrial activities (such as manufacturing, fabrication, warehousing, industrial services, or welding).
- The home-based business shall not involve customers or clients coming to the residence.
- The home-based business shall not include non-family members and/or nonresidents as employees.
- No deliveries shall be made to the residence other than by 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-based business that occur at the home shall remain within the confines of the dwelling unit and/or garage. The home-based business 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-based business or for storage purposes in connection with a home-based business.
- No signs shall be used indicating the existence of the home-based business.
- 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-based Business shall not change the occupancy classification other than allowed in the residential building code.
- There shall be no outside storage of materials or equipment associated with the home-based business. 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 $\frac{3}{4}$ ton manufacturer's rating shall be utilized or parked at the dwelling unit by any resident of the premises in connection with the home-based business.

- 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 understand as per Section 10.0508 Home-based business Enforcement and Revocation, this license for a home-based business 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.
- I understand approval of a City license, 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).
- I understand the home-based business must cease if the permanent residents do not reside in the dwelling for more than 30 consecutive days.

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-based business license noted above and as described in Section 10.0500 of the City of Gresham Code, Volume 3, Community Development Plan.

Business Owner Signature

Date

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

Property Owner Signature

Date