

Type II Home Occupations

CITY OF GRESHAM
1333 N.W. Eastman Parkway
Gresham, Oregon 97030-3825



A Type II Home Occupation Permit is needed when the home occupation:

- involves customers or clients coming to the residence of the applicant.
- includes non-family members and/or non-residents as employees.
- deliveries will be made to the residence other than by traditional small-scale means normally found in a residential area (such as the United States Postal Service, United Parcel Service, Federal Express, messenger services, etc.)
- will remain within the confines of the dwelling unit and/or garage.

Home Occupations are regulated by Gresham Community Development Code section 10.0500 which can be found on line at www.greshamoregon.gov/udp/development-planning/. Please read this code section before applying for a home occupation. Note that signs are not allowed for Home Occupations. A pre-application conference is not required for Home Occupations.

Procedures:

The applicant must submit a development permit application that includes the information shown below. The application will be reviewed for completeness by the city planning and engineering services divisions within 30 days of application submittal. If additional information is necessary you will be contacted by the planner and given a list of information still required to deem the file complete for processing. Once the application is determined to be complete, staff will begin processing it. Once the file has been accepted as a complete application, a decision will be issued by the City within 60 days; during that time frame public notice will be sent to all property owners within 300 feet of the site and the applicant will be required to post a notice of the application on the site. There is a 12-day appeal period following the decision. If no appeal is filed, the decision is final.

The applicant must submit a completed application form and the following¹:

- 10 copies of a Narrative addressing Gresham Community Development Code Section 10.0502(F) and 10.0505
- 10 copies of a Site plan (to a standard engineer's scale) showing:
 - Date of plan preparation, north arrow, and address
 - the location of the building
 - the size and location of the area being used for the home occupation
 - the size and location of all parking spaces on the site (you will need at least four parking spaces, 8.5 feet wide by 18 feet deep, which may include those in the garage as long as the Home Occupation is not in the garage)
 - location of sewer lateral connection, and water meter at property line or scaled location of water wells or septic systems on the property (whichever is applicable)
 - Show method of stormwater management, provide a narrative if necessary.
- One of the following:
 - Notarized signature of owner(s) or
 - Owner's notarized authorization letter and notarized signature of representative
 - If signing for a company, corporation, etc., must include permission, on letterhead, authorizing the signer to endorse the application for the company, corporation, etc.
- For ownership verification, submit one copy of the most recent deed or title report for all involved properties.
- Required Fee.²

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¹ Permit Techs: Counter completeness includes all information required that is not indented under the site plan section. Planning and Engineering staff will review the site plan requirements as part of the completeness review.

² Contact the Planner on Duty at 503-618-2780 or pod@ci.gresham.or.us for current fee.

TYPE II HOME OCCUPATIONS

10.0502 Home Occupation General Requirements

10.0502(F) An application for a home occupation subject to a Type II review procedure shall include a narrative that provides the following information:

- (1) Whether the applicant's business or commercial activity will be conducted entirely at the home or only partly at home.
- (2) Whether the applicant's use would be full-time or occasional and involve employees.
- (3) Whether the customers of the home occupation come to the home to do business or not.
- (4) Whether the home occupation requires any physical changes to the home that would not ordinarily be there if not for the presence of the business use.
- (5) Whether the home occupation activity is similar to other in-home versus out-of-home businesses.
- (6) Whether the home occupation activity is similar to non-commercial activities that routinely take place at home so as to ensure minimal to no impacts on the surrounding neighborhood.
- (7) A statement from the applicant that the applicant has or has not reviewed any applicable deed covenants, conditions, and restrictions that might relate to the proposed home occupation.

10.0505 Performance Standards for a Home Occupation

All the following standards are established for Type II reviewed home occupations:

- (A) No signs shall be used indicating the existence of the home occupation.
- (B) 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.
- (C) The home occupation shall not change the occupancy classification other than allowed in the residential Building Code.
- (D) No more than an area equivalent to 50% of the total floor area of the home may be used in connection with a home occupation or for storage purposes in connection with a home occupation. Home occupation area may be located within a portion of the dwelling building and/or an attached or detached garage. However, home occupations shall not be located in other accessory structures.
- (E) 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. Specific limitations and requirements for the storage of hazardous materials in a residence are found in and regulated by the Uniform Fire Code.
- (F) No more than one employee other than permanent residents of the dwelling shall be engaged in the home occupation at the dwelling site at any one time.
- (G) No commercially licensed vehicle in excess of 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 occupation.
- (H) No deliveries shall be made to the residence other than by traditional small-scale means normally found in a residential area, such as the 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.
- (I) The generation on a regular or ongoing time period of noise, vibrations, odors, heat, glare or visual or audible electrical interference detectable beyond any property line is prohibited.
- (J) No customers shall be on the premises between 10:00 pm and 7:00 am.
- (K) Two on-site parking spaces shall be provided for the home occupation in addition to those spaces already required for the dwelling. No more than two customer vehicles may visit the home occupation location at any one time and these must use the designated parking spaces onsite.
- (L) The proposed use is appropriate as a home occupation considering the purpose of this section, preceding standards, and the narrative informational items from Subsections 10.0502(F) (1) – (6) as provided with the application.

Upon approval of the home occupation development permit the applicant shall provide proof that he/she has obtained a current City business license.