Home occupation regulations

Category	Description, Limitation or Action
In-home childcare	Childcare that qualifies as *family day care* does not require a home occupation permit. For more information on family day care, call the State of Oregon Child Care Division at 1-800-556-6616.
Bed and Breakfasts	Bed and Breakfasts are not home occupations. For information on the regulations for Bed and Breakfasts, call the Planning and Zoning staff at 503-823-7526.
Number of customers	Only eight customers or clients may visit the site of a Type B home occupation in a day and only between the hours of 7:00 am and 9:00 pm. Nonresident employees are prohibited.
Employees	One nonresident employee is allowed with a Type B home occupation provided no customers or clients come to the site at any time.
Accessory dwelling unit	A Type B home occupation is prohibited in a residence with an accessory dwelling unit (ADU). Call Planning and Zoning at 503-823-7526 for additional information about ADUs.
Number of home occupations	More than one Type B home occupation per dwelling unit is prohibited.
Exterior appearance of residence	Residential appearance and characteristics must be maintained. Paving, exterior lighting or other changes that would make the dwelling look like a business are prohibited.
Retail sales	Retail sales of goods must be entirely accessory to any service provided on the site (such as hair care products sold as an accessory to hair cutting).
Storage and display	All activities must be in completely enclosed structures. Exterior activities, storage or display of goods, equipment or materials is prohibited.
Vehicles	No more than one vehicle may be used in association with the home occupation. The maximum size of the vehicle used in association with the home occupation is a pickup truck in the medium category (i.e. single rear axle and dual rear wheels).
Deliveries	Truck deliveries of supplies or products are allowed only between 8:00 am and 5:00 pm. Vehicles used for delivery and pick up may not include heavy trucks (i.e. two or more rear axles).
Vehicle repair	Repairing or assembling vehicles or other internal combustion equipment (motorcycles, lawn mowers, etc.) is prohibited.
Appliance repair	Repairing or assembling large appliances such as washing machines or refrigerators is prohibited.
Headquarters and dispatch centers	Accessory home occupations may not serve as a headquarters or dispatch center where employees come to the site and are dispatched to other locations.
Signs	For sign information, contact 503-823-7357.
Business license	A home occupation may also require a business license. Call the City License Bureau at 503-823-5157.

Type B permit application process

You can obtain the application for a Type B Home Occupation at the Development Services Center located at 1900 SW 4th Avenue, first floor or online at ***www.portlandoregon.gov/bds***.

The application packet will give specific instructions on how to notify your neighbors and your neighborhood association that you plan to start a home business.

When your application is complete, return the application with a check for the required fee made out to City of Portland to:

Neighborhood Inspections
& Compliance Services
Bureau of Development Services
1900 SW 4th Avenue, Suite 5000
Portland, OR 97201

The City will inspect your home business to make sure that regulations are being met. Upon approval, a permit will be issued and is good for two years. If your permit is revoked by the City, you will need to wait two years before a new permit can be issued.

Questions

If you have questions about home occupations or need an application mailed to you, please contact Neighborhood Inspections & Compliance Services at 503-823-7305. The TTY number is 503-823-6868.

Home occupations

If you are thinking of running a business out of your home, you will need to know the following information about Accessory Home Occupations in the City of Portland.

Accessory Home Occupations are activities that are accessory to uses in the Household Living Category of the Portland Zoning Code. Special regulations apply to ensure that home businesses are not a detriment to the character and livability of the surrounding neighborhood.

There are two types of Home Occupations, Type A and Type B.

Type A home occupation

A Type A Home Occupation is one where the residents use their home as a place of work, but no customers or employees come to the site.

Permit requirements
A Type A Home Occupation must meet all of the general rules for home occupations, but does not require a permit from the City.

Examples of Type A Home Occupations

- artists
- crafts people
- writers
- consultants

Type B home occupation

A Type B Home Occupation is where the residents use their home as a place of work, and either one employee who does not live in the home or up to eight customers per day come to the dwelling.

Permit requirements
A Type B Home Occupation requires a permit from the City. This brochure contains information about the regulations and permit application process.

Examples of Type B Home Occupations

- counseling
- tutoring
- hair cutting and styling

All information in this publication is subject to change.

Helpful Information

City of Portland, Oregon
Bureau of Development Services
1900 SW 4th Avenue
Portland, OR 97201

Bureau hours:
Monday through Friday. 8:00 am - 5:00 pm

Development Services Center (DSC)
First Floor, Suite 1500

DSC hours:
For Hours Call 503-823-7310 | Select option 1

Home Occupation Permits are not issued in the DSC.

Home Occupation applications are available in the following locations: The DSC, on the BDS Web site and from Neighborhood Inspections & Compliance Services. Call 503-823-7306 to have an application mailed to you.

To view the Accessory Home Occupations Chapter 33.203 of the Portland Zoning Code go to *www.portlandoregon.gov/bds* | select Codes tab | City Codes | Title 33 Planning and Zoning.

Important Telephone Numbers

BDS main number	503-823-7300
NIT & Compliance Services	503-823-7306
Zoning information	503-823-7526
Sign information	503-823-7357
DSC automated information line	503-823-7310
Building Code information	503-823-1456
Bureau of Licenses	503-823-5157
Child Care Division	1-800-556-6616
City of Portland TTY	503-823-6868

Visit our Web site
www.portlandoregon.gov/bds

ccs_homeoccs 10/24/14

Home Occupations

City of Portland, Oregon
Bureau of Development Services