City of Portland, Oregon
Bureau of Development Services
Inspection Services - Enforcement
FROM CONCEPT TO CONSTRUCTION

Charlie Hales, Mayor
Paul L. Scarlett, Director
Phone: (503) 823-7306
Fax: (503) 823-7915
TTY: (503) 823-6868
www.portlandoregon.gov/bds

Home Occupation Permit Requirements & Application

- **Type A**. A Type A home occupation is one where residents use their home as a place of work**;** however, no employees or customers/clients come to the site. Examples include artists, crafts people, writers, and consultants. No permit is required.

Type A home occupations do not require a home occupation permit

- **Type B**. A Type B home occupation is one where the residents use their home as a place of work, and either one non-resident employee (business partner, co-owner, or other person affiliated with the business who **does not reside** at the site) works at the site **OR** up to eight customers/clients per day come to the site. A home occupation permit is required.

Type B home occupations require a home occupation permit

To obtain a new or renewal permit:

1) Complete permit application.
2) Complete Neighborhood Notice.
3) Distribute copies of Neighborhood Notice to property owners as shown on the diagram on the reverse side of application.
4) Provide a copy of the Neighborhood Notice to the neighborhood association. For the name and address of your neighborhood association, contact the Office of Neighborhood Involvement (ONI) at 503-823-4519 **or** http://www.portlandoregon.gov/oni/index.cfm?c=28386
5) Return completed application, copy of the neighborhood notice, personal check, and copy of current Oregon Drivers License, showing that the home occupation business address is your permanent residence to:

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

A $147.00 non-refundable application fee is required for a 2-year permit. Please make check payable to 'City of Portland.'

An inspection will be made prior to the issuance of a permit to ensure that the Type B accessory home occupation regulations are being met.

Contact the Neighborhood Inspections & Compliance Services (503) 823-7306, if you have any questions.

Home Occupation Permit Application – Type B

Name (print): _____

Address: _____ Zip Code: _____

Mailing Address, if applicable: _____

_____ Zip Code: _____

Telephone (home): _____ (business): _____

Description of Business: _____

_____

( ) Customers/Clients ( ) Employee/Associate

Addresses of adjacent properties notified:

_____ _____

_____ _____

_____ _____

Name of neighborhood association notified: _____

( ) New ( ) Renewal

Return a copy of the Neighborhood Notice with your application.

A site inspection will be made prior to approval of this application.

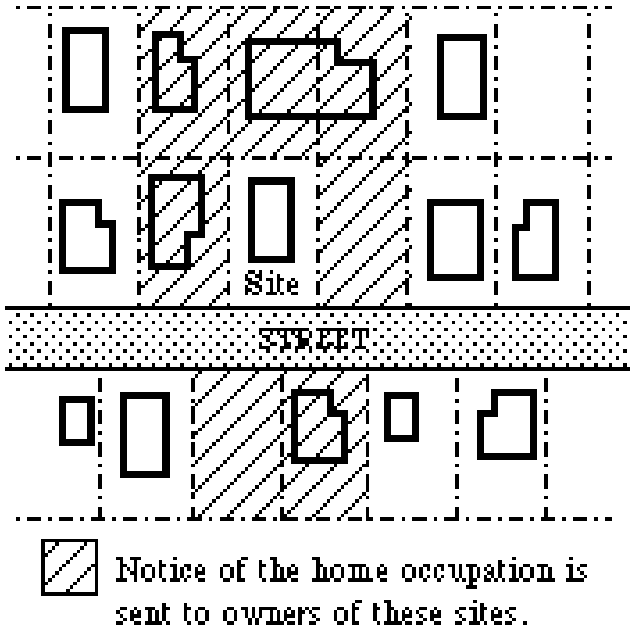
I agree to conduct my business in compliance with the accessory home occupation regulations. Failure to comply will result in a revocation of this permit and I will not be able to reapply for two (2) years.

_____

Signature Date

See reverse side for a diagram of who receives a Neighborhood Notice.

Home Occupation Notice Area



Neighborhood Notice of Type B Home Occupation

Dear Neighbor,

The City of Portland Planning and Zoning Code allows me to conduct an accessory home occupation from my residence. My business will be a Type B home occupation; I may have **either** one non-resident employee **or** up to eight customers/clients per day come to my site. Section 33.203.060 of the City Code requires that I provide you this notice informing you of my home occupation.

General code regulations governing home occupations are listed on the reverse side. You may contact (503) 823-7306, Neighborhood Inspections & Compliance Services with questions or concerns.

Name of Applicant (print): _____

Address: _____

Phone: (___)_____ Type of Business: _____

Check One:

- ☐ one non-resident employee
- ☐ up to eight customers/clients per day

Business Hours of Operation: _____

Please contact me at the following phone number _____ if you have questions regarding my business.

I have met the requirements of the Code and have provided this Notice to my neighbors and neighborhood association.

_____

Signature Date

The general regulations (page 5 of the home occupation application packet) must accompany the neighborhood notification sent to the surrounding property owners.

Applicant: Return a completed copy of this form with your home occupation permit application.

General Regulations – Home Occupations

1. Applicant must be a resident of the site.

2. A Type B home occupation is one where the residents use their home as a place of work, and either one non-resident employee/business associate work at the site **or** up to eight customers/clients a day visit the site.

3. 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).

4. Any type of repair or assembly of vehicles or equipment with internal combustion engine or of large appliances or any other work related to automobiles and their parts is **prohibited**.

5. A home occupation may not serve as headquarters or dispatch centers where employees come to the site and are dispatched to other locations.

6. All activities must be in completely enclosed structures; exterior storage or display of goods, equipment, or materials is prohibited.

7. The dwelling and site must remain residential in appearance and characteristics. Internal or external changes which will make the dwelling appear less residential in nature of function are prohibited.

8. Hazardous substances are prohibited, except at the consumer commodity level.

9. The maximum noise level for a home occupation is 50 dBA as measured at the property line. For inquiries on noise regulations, please call Noise Control at (503) 823-7350.

10. 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 truck category.

11. Deliveries or pick-ups of supplies or products are allowed at the home only between 8:00 a.m. and 5:00 p.m. Deliveries or pick-ups may not be made by heavy trucks.

12. Customers may visit the site only during the hours of 7:00 a.m. to 9:00 p.m.

13. More than one Type B home occupation per dwelling unit is prohibited.

14. A Type B accessory home occupation is prohibited in a residence with an accessory dwelling unit.

15. **Signs** associated with accessory home occupations are regulated by the Sign Code, Title 32 of the Portland City Code. Please contact the Bureau of Development Services at (503) 823-7996 for information on sign regulations.

Refer to Portland City Codes Chapter 33.203 for further information on accessory home occupation regulations.