



SUPPLEMENTAL APPLICATION
Home Occupation Permit
(May 2018)

APPLICANT INFORMATION

Name _____ File _____

Date _____

**** A Pre-Application conference is required prior to filing this application. ****

What is a home occupation permit?

The County Zoning & Development Ordinance (ZDO) allows an occupation or business to be conducted in a dwelling or accessory building through a home occupation permit under certain conditions. Home Occupation permits are valid for three years.

What is needed for approval?

All home occupations are discretionary and MAY be permitted after evaluation according to criteria in the ZDO. The County must make written findings to support the decision. The applicant is responsible for providing evidence to support the home occupation request, according to ZDO Section 822. Please note County approval of a Home Occupation does not supercede homeowners' association requirements or deed restrictions that may apply to your property.

What are the chances for approval?

Staff cannot predetermine the decision of this or any application. A decision of approval or denial will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to this application as listed in the ordinance. In order to address the necessary criteria, the information requested in this supplemental application should be as thorough and complete as possible.

Application process:

Home occupation permits are subject to the Administrative Action process and public notice. Public comments received from the Community Planning Organizations (CPO), property owners, agencies and other interested parties may affect the decision on the application. Special conditions may be attached to any approvals. Any decision on this application can be appealed to the County Hearings Officer and to the State Land Use Board of Appeals (LUBA) by the applicant or any other interested person.

NOTE: A Pre-Application Conference is required prior to filing this application. For a copy of the Pre-Application Form, go to: http://www.clackamas.us/planning/documents/preapplicationconferencerequest.pdf.

Staff will attach the following pertinent information:

_____ Land Use Application _____ Supplemental Application
_____ Sample Plot Plan _____ ZDO Section 822

How long will it take to get a final decision on an application?

Approximately 12 weeks in Urban zones; and 15 weeks in Rural zones. State law requires a final decision on land use applications within 120 days (Urban areas); 150 days (Rural areas).

Building permit requirements: The use of a dwelling or other structure for a home occupation business (commercial use of a building) may require structural changes to the building to meet minimum building code requirements. It is highly recommended that you contact the Clackamas County Building Codes Division prior to

submittal of a Home Occupation application to determine if changes or upgrades to the building(s) will be required, what type (i.e., building, plumbing, electrical, etc) of permits will be required for the project and the estimated cost of these permits. Some permits may require plans prepared by a professional architect or structural engineer. The last page of this application includes additional information regarding the submittal requirements for building permits.

COMPLETE APPLICATIONS FOR HOME OCCUPATION PERMITS AND RENEWALS REQUIRE THE FOLLOWING:

1. Land Use Application – Information on applicant and land involved in application.
2. Supplemental Application – Information requested on this form. Please be as complete and thorough as possible. Use additional sheets as necessary.
3. Application Fee: _____ (Fee is nonrefundable upon decision or staff report; partial refund if withdrawn after notice; full refund if withdrawn prior to notice.)
4. Schematic Floor Plan showing building(s) housing the home occupation, identifying rooms, doors, and windows, and indicating building construction (wood, metal, masonry, etc.)
5. Plot Plan of the property showing at a minimum: property lines, all structures (identify area to be used for the home occupation), parking areas, distances, etc. See attached Sample Plot Plan.
6. Preliminary Statement of Feasibility from water provider, sanitary sewer provider and surface water management authority. Required only if filing for an exception.
7. Additional information: A noise study by a qualified professional may be required for those home occupations that have the potential to create noise beyond the specified limitations as found in Section 822 of the ordinance.
8. Justification: Please provide information on each of the following. Be as thorough as possible.
 - A. Describe in detail the proposed home occupation, including all activities involved and the method of operation. Use additional sheets if necessary.
 - B. Employees: How many people are employed full or part-time (include the owner/operator)_____. Identify the operator and all employees who are members of the family residing on the property.
 - C. Accessory Building: What is the total gross square footage of any attached or detached accessory building(s) used to conduct this home occupation? _____sq. ft.

Identify the actual square feet to be used in the home occupation. Include all work areas and storage areas _____ sq. ft.

- D. Work Hours: What are the days and hours that this home occupation will operate?

- E. Equipment: Identify all machinery, equipment, and vehicles used in this home occupation, and the amount of noise, vibration, glare, fumes, odors, or electrical interference caused by each. Some home occupations may require a noise study conducted by a qualified professional.

- F. Storage or Display: Describe how, where, and in what amounts tools, machinery, material, and merchandise will be stored or displayed.

- G. Signs: Describe the type, size, illumination, and location of any signs advertising the home occupation.

- H. Vehicles: how many vehicle trips per day will this occupation generate? (A trip is to or from the property.) Include all vehicles used in your occupation: employee's vehicles, customer vehicles, and delivery vehicles.
 Trips per day: _____
 If delivery trucks or vehicles exceeding 11,000 pounds gross vehicle weight are associated with this home occupation, please describe.

- I. Parking: How many vehicles associated with the occupation will be stored, parked, or repaired on the property at any one time? (Include only vehicles used in the operation of the home occupation including: employee vehicles, customer vehicles, and delivery trucks.)
 Number of vehicles: _____
 Where will the vehicles be located?

- J. Construction/Alterations: Describe any building construction or alterations to the home, accessory building(s), or property needed to conduct this business. *(Please check with the Building Department for codes and what the proposed structural changes may cost in permit fees.)*

- K. Describe the type and amount of any hazardous materials stored or used on the property in conjunction with the occupation.
- L. Describe how the character and residential/farm function of the building and property will be maintained by the appropriate use of colors, materials, design, construction, lighting, and landscaping.
- M. Explain how the use will or will not interfere with existing uses or nearby land or with other uses permitted in the area.
- N. Does the property take access via a private road or easement that also serves other properties? _____ If so, please submit a petition showing that all property owners sharing the access agree to the home occupation. The petition shall describe the home occupation and state any conditions stipulated in the agreement.

Questions? Contact Lorraine Gonzales, Senior Planner at 503-742-4541 or LorraineGo@clackamas.us.

Clackamas County building permit requirements for home occupations

Building permits are required for all home occupations!

If you are:

Building a New Building:

- 1. Building Permit Application**
- 2. Plot Plan**
- 3. (3) Sets of Building Plans**
- 4. All Applicable Permit and System Development Charges paid.**

Converting an Existing Building:

- 1. Building Permit Application**
- 2. Plot Plan**
- 3. Floor Plan of Building – Fully Dimensioned**
- 4. (3) Sets of Building Plans if any Structural Work is to be done.**
- 5. All Applicable permit and System Development Charges paid.**

Fees will vary by type of building permit application.
Contact the Building Codes Division for fee information at 503-742-4240 or
bldservice@clackamas.us.