



CITY OF PHILOMATH

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Philomath, OR 97370
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www.ci.philomath.or.us

Fee: \$45

HOME OCCUPATION REGISTRATION

Applicant: _____

Business Name: _____

Mailing Address: _____

Street Address: _____

Phone Number: _____

E-mail Address: _____

Business Description: _____

The City permits Home Occupation as a means to encourage those who are engaged in small commercial ventures that could not necessarily be sustained if it were necessary to lease commercial quarters or which, by the nature of the venture, are appropriate in scale and impact to be operated within a residence. Home occupations are encouraged for their contribution in reducing the number of vehicle trips often generated by conventional businesses. They are permitted by right in all residential dwellings, subject to the following standards:

- A. Appearance of Residence.
1. The home occupation shall be restricted to lawfully built enclosed structures and be conducted in such a manner as not to give an outward appearance of a business.

2. The home occupation shall not result in any structural alterations or additions to a structure that will change its primary use or building code occupancy classification.

3. The home occupation shall not violate any conditions of development approval (i.e., prior development permit approval).

4. No products and or equipment produced or used by the home occupation may be displayed to be visible from outside any structure.

B. Storage.

1. Outside storage, visible from the public right-of-way or adjacent properties, is prohibited.

2. On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond those normally incidental to residential use is prohibited.

3. Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be allowed in any structure.

C. Employees.

1. Other than family members residing within the dwelling located on the home occupation site, there shall be no more than one full time equivalent employee at the home occupation site at any given time. The term “home occupation site” means the lot on which the home occupation is conducted.

2. Additional individuals may be employed by or associated with the home occupation, so long as they do not report to work or pick up/deliver at the home.

3. The home occupation site shall not be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch to other locations.

D. Advertising and Signs. In no case shall a sign exceed the Residential District standard.

E. Vehicles, Parking and Traffic.

1. One commercially licensed vehicle associated with the home occupation is allowed at the home occupation site. It shall be of a size that would not overhang into the public right-of-way when parked in the driveway or other location on the home occupation site.

2. There shall be no more than three commercial vehicle deliveries to or from the home occupation site daily. There shall be no commercial vehicle deliveries during the hours of 10:00 p.m. to 7:00 a.m.

3. There shall be no more than one client or customer vehicle at any one time and no more than eight per day at the home occupation site.

F. Business Hours. There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 7:00 a.m. to 10:00 p.m. only, subject Sections A and E, above.

G. Prohibited Home Occupation Uses.

1. Any activity that produces radio or TV interference, noise, glare, vibration, smoke or odor beyond allowable levels as determined by local, state or federal standards, or that can be detected beyond the property line is prohibited.

2. Any activity involving on-site retail sales is prohibited, except that the sale of items that are incidental to a permitted home occupation is allowed. For example, the sale of lesson books or sheet music from music teachers, art or craft supplies from arts or crafts instructors, computer software from computer consultants, and similar incidental items for sale by home business are allowed subject to A-F, above.

3. Any uses described in this section or uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke or vibration, such as, but not limited to:

- a. Ambulance service;
- b. Animal hospital, veterinary services, kennels or animal boarding;
- c. Auto and other vehicle repair, including auto painting;
- d. Repair, reconditioning or storage of motorized vehicles, boats, recreational vehicles, airplanes or large equipment on-site;

H. Enforcement: The Planning Official or designee may visit and inspect the site of home occupations periodically to insure compliance with all applicable regulations, during normal business hours, and with reasonable notice.

I have read the above standards for home occupations and my home occupation will meet these criteria.

SIGNATURE: _____

DATE: _____

Please sign and return to: Philomath City Manager, PO Box 400, Philomath, OR 97370

***** *For Office Use Only* *****

Receipt Date: _____ By: _____ Property Zone: _____

Approval: _____ Denial: _____ Signature: _____

c: Philomath Police Department