



1600 SE 190th Avenue, Portland OR 97233-5910 • PH. (503) 988-3043 • Fax (503) 988-3389

Type A Home Occupation Registration

Case No: _____

Property Address: _____

Property Owner(s) Name: _____

Prop Owner(s) Signature: _____ Date _____

Signature: _____ Date _____

Business Name: _____ Tax ID#: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Please describe the business activity: _____

Business Operator - The person who registers for a Type A Home Occupation and holds a majority ownership interest in the business, lives full-time in the registered dwelling unit on the lot, and is responsible for strategic decisions and day-to-day operations of the business.

I certify that as the business operator, I live full-time in the dwelling located on the property known as _____ and that I hold a majority ownership interest in the business and am responsible for the day-to-day operations and strategic decisions of the business.

Business Operator's Name: _____ Date _____

Type A home occupation shall not exceed 20 percent of the gross floor area of the dwelling and attached garage, or 500 sq. ft., whichever is less.

Please attach floor plans of the existing dwelling showing dimensions and how rooms are used, such as kitchen, bedroom, garage, etc. Label rooms or areas that will be used by the business in the dwelling. No more than 20% of the dwelling and/or attached garage may be used for your business.

Total Dwelling Square Footage: _____ x .20 = _____

Total Square Footage to be used for the business: _____ Square Footage of all other buildings on the site that will be used for the business activity: _____

Initial _____

No more than one non-resident employee or two customers on the premises at any one time. A maximum of eight customer visits may happen per day.

Total Number of Employees: _____ Number of Non-resident Employees: _____

I understand that:

- My business may have no more than two customers at a time on the property.
- If I have a non-resident employee on my property, I cannot have any customers on-site at the same time.
- No more than eight customer visits can occur per day. Initial _____

Modifications to the dwelling to facilitate the use shall be limited to the alteration, replacement or addition of windows or doors or other typically used residential appurtenances.

Will any modifications be necessary for your business to operate from the dwelling?

No. Yes. If yes, please provide plans and a written description so that we can understand the modifications needed.

No deliveries or pick-ups associated with the home occupation between the hours of 7 p.m. - 7 a.m. are permitted. Deliveries and pick-ups shall occur on the premises only. The road serving the premises may not be used for loading or unloading purposes. No more than two pick-ups or deliveries shall occur on any given day.

I understand:

- That a delivery vehicle must park on the property when making deliveries. Blocking of the public right-of-way is not permissible.
- That I shall not schedule or accept deliveries or customers during the hours of 7 p.m. and 7 a.m.
- The maximum number of deliveries and/or pick-ups allowed by a professional delivery service per day is two.

Initial _____

No outdoor storage or displays shall occur on the premises. Outdoor parking of the business vehicle, motor vehicle owned by the employee or customer is allowed. The use, parking or storing of any vehicle in excess of a gross vehicle weight of 11,000 pounds is prohibited.

I understand that I may not store or display materials, parts or finished goods outside of the dwelling.

Initial _____

Will a motor vehicle be used in the operation of the business?

No. Yes. If yes, please submit a color photograph of the vehicle and provide the following information: (Photos can be emailed to land.use.planning@multco.us)

Year, Make and Model: _____

License Plate Number: _____

If using a commercial vehicle which can carry 1 ton or more, please provide the gross vehicle weight of the vehicle: _____

No signage shall be allowed, including temporary signage and those exempted under MCC 11.15 7912 with the exception of property numbers.

I understand that no signage or symbol may be placed on the building, subject property or within the public right-of-way to identify the business.

Initial _____

The use shall not generate noise, vibration, glare, flashing lights, dust, smoke, fumes, or odors detectable at the property line. This standard does not apply to vehicles entering or exiting the

premises, but does apply to idling vehicles. All storage, use and disposal of chemicals and materials shall be in conformance with all other applicable state pollution control regulations.

I understand and will comply with the above limitations. Initial _____

No repair or assembly of any motor or motorized vehicles. A motorized vehicle includes any vehicle or equipment with an engine including automobiles, motorcycles, scooters, snowmobiles, outboard marine engines, lawn mowers, and chain saws. No operation of a dispatch center where employees enter the premises for the purpose of being dispatched to other locations.

My business does not involve the repair or assembly of vehicles or motors. Initial _____

Notwithstanding the transfer of approval rights in MCC 37.0770, registration of a Type A home occupation does not run with the land and is not transferred with ownership of the land. Registration of a Type A home occupation is personal to the business operator and specific to the registered dwelling unit. Registration of a Type A home occupation terminates automatically, immediately and without notification if the business owner ceases to reside full-time in the registered dwelling unit.

I understand that:

- This registration is not transferable and only allows myself to operate the above business on the property.
- All business activity must stop immediately from this property if I cease to reside full-time in the dwelling unit on the property.
- Failure to comply with these rules may result in having to stop all business activities from this location and could result in civil penalties being levied against the subject property.

By signing below, I certify that the above information is correct and that I will operate my business in compliance with my statements.

Business Operator's Signature _____

Date _____

For Land Use Planning Use Only

As described above, the business operation meets the requirements under the Type A home occupation regulations listed in MCC .0540 or MCC 11.15.8730 as of today's date and may operate from the subject property.

Yes. No. If no, why? _____

Case No: _____

Planner: _____

Signed: _____ Date: _____

Base Zone: _____

Overlays: _____

Comments: _____

