



Land Use Planning Division
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 Portland OR 97233
 Phone: 503-988-3043
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 https://multco.us/landuse/

**TYPE A HOME
 OCCUPATION
 REGISTRATION**

PROPERTY IDENTIFICATION

Property Address: _____

State ID/Map Tax Lot #: _____ Site Size: _____

Alternate Account Number R# _____

PROPERTY OWNER(S) OR CONTRACT PURCHASER(S)

Name: _____

Mailing Address: _____

City/State/Zip Code: _____ Phone #: _____

I authorize the applicant below to make this application.

Property Owner Signature #1 _____ Property Owner Signature #2 _____

NOTE: By signing this form, the property owner or property owner's agent is granting permission for Planning Staff to conduct site inspections on the property.

If no owner signature above, a letter of authorization from the owner is required.

BUSINESS OPERATORS(S) NAME AND SIGNATURE

Business Operator(s) Name: _____ Tax ID# _____

Business Name: _____

Mailing Address: _____

E-mail Address: _____ Phone #: _____

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 Signature

Land Use Planning Staff Only

Case Number: _____ Date Submitted: _____ Received By: _____

Work/Rec Order#: _____ PF/PA No.: _____ Zoning: _____

Compliance Related Related Cases: _____ Overlay(s): _____

Applicant Instructions: Review each section on the following pages. Once you have reviewed each section, place your initials in the designated box to indicate that you acknowledge and understand the information. Attach any additional documents to the back of this form

My application contains the following: Site Plan Building Plans/Floor Plans

	Applicant	Staff
<p>1) 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.</p> <ul style="list-style-type: none"> • Please attach scaled floor plans of the existing dwelling showing dimensions and how rooms are used (i.e., kitchen, bedroom, garage, etc.) • Label rooms or areas that will be used by the business in the dwelling. <p>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: _____</p>		
<p>2) 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.</p> <p>Total # of Employees: _____ # of Non-resident Employees: _____</p> <p>I understand that:</p> <ul style="list-style-type: none"> • 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. 		
<p>3) 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.</p> <ul style="list-style-type: none"> • Will any modifications be necessary for your business to operate from the dwelling? <input type="checkbox"/> Yes <input type="checkbox"/> No • If yes, please provide plans and a written description so that we can understand the modifications needed. <p>_____ _____ _____</p>		

	Applicant	Staff
<p>4) 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.</p> <p>I understand:</p> <ul style="list-style-type: none"> • 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. 	_____	_____
<p>5) No outdoor storage or displays shall occur on the premises.</p> <p>I understand:</p> <ul style="list-style-type: none"> • That I may not store or display materials, parts or finished goods outside of the dwelling. 	_____	_____
<p>6) 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.</p> <p>Will a vehicle be used in the operation of the business? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please submit a color photograph of the vehicle (Photos can be emailed to land.use.planning@multco.us)</p> <p>Provide the following information:</p> <p>Year/Make/Model: _____ License Plate #: _____</p> <p>If using a commercial vehicle, which can carry 1 ton or more, please provide the gross vehicle weight of the vehicle: _____</p>	_____	_____
<p>7) No signage shall be allowed, including temporary signage and those exempted under MCC 39.6720 with the exception of property numbers.</p> <p>I understand:</p> <ul style="list-style-type: none"> • That no signage or symbol may be placed on the building, subject property or within the public right-of-way to identify the business. 	_____	_____
<p>8) 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.</p> <p>I understand and will comply with the above limitations.</p>	_____	_____

	Applicant	Staff
<p>9) 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.</p> <p>My business does not involve the repair/assembly of vehicles or motors.</p>		
<p>10) Notwithstanding the transfer of approval rights in MCC 39.1230, registration of a Type A home occupation does not run with the land and is not transferred with ownership of the land.</p> <p>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.</p>		
<p>11) Transportation Criteria: The County Right-of-Way (R.O.W.) Permits Office will review your proposal for potential transportation impacts and requirements. Contact the R.O.W. office at 503-988-3582 or row.permits@multco.us to submit a Transportation Planning Review Form found here: https://multco.us/landuse/application-materials-and-forms.</p> <p>Estimated # of vehicle trips generated: _____ trips/day # of employees: _____</p> <p><i>*A trip is defined in MCCR 3.000 as one-way vehicular movement. A vehicle entering a property and later exiting that property has made two trips. "Trip" can also be applied to bicycle or pedestrian movements in the same way</i></p>	_____	_____

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 _____

Land Use Planning Staff Only	
As described above, the business operation meets the requirements under the Type A home occupation regulations listed in MCC 39.8800 as of today's date and may operate from the subject property.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	
Signature _____	Date _____
Land Use Planner _____	