

Home Occupation Permit Information & Submittal Requirements



Planning Department
231 NE Fifth Street • McMinnville, OR 97128
(503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

Home occupations are allowed in residential areas of McMinnville in recognition of the needs of the many people who are engaged in small-scale business ventures which could not necessarily be sustained if it were necessary to lease commercial quarters for them or which, in the nature of the home occupation, cannot be expanded to full-scale enterprises.

It is the intent of the home occupation ordinance that full-scale commercial or professional operations, which would ordinarily be conducted in a commercial or industrial district, continue to be conducted in such districts and not at home.

Home Occupation Permit Standards

A home occupation may be carried on by a member of the family residing on the premises, provided that the following conditions are satisfied:

- A. No signage for the use is displayed other than one wall sign not to exceed 1.5 square feet in area;
- B. There is no display, other than the allowed sign (see “A,” above), that will indicate from the exterior that the building is being used for any purpose other than a dwelling;
- C. Outdoor storage or display of materials, equipment, or merchandise related to the occupation shall be prohibited;
- D. There are no paid employees beyond those residing at the residence listed as the site of the home occupation;
- E. All work being performed at the site must be done within the confines of a building and no noise, odor, dust, smoke or other evidence of the home occupation permeates beyond the confines of the property;
- F. The permit holder must reside at the location listed as the site of the home occupation;
- G. The use does not generate traffic which exceeds the numbers which would normally be found in the neighborhood. The Planning Director may impose other conditions as necessary in order to mitigate impacts related to traffic or clientele.

Prohibited Uses

The following prohibited uses include, but are not limited to:

- A. Motor vehicle sales;

- B. Vehicle repair, body work, or painting;
- C. Storage and/or sale of fireworks;
- D. Junk and salvage operations;
- E. Any use that involves the use of hazardous substances or materials which might create a fire hazard or danger to neighboring properties as may be determined by the McMinnville Fire Department;
- F. Parking of more than one business-related vehicle on-site.

For more information about operating a business from your home, please refer to Chapter 17.67 (Home Occupations) of the McMinnville Zoning Ordinance, or contact the McMinnville Planning Department.

Application Submittal

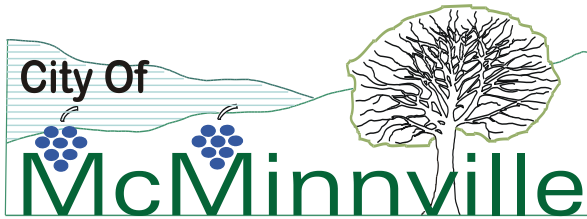
The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- ☐ A completed Home Occupation Permit application form.
- ☐ Payment of the applicable review fee.

Review Process

An application for a home occupation permit is subject to review by the Planning Director as stated in Section 17.72.100 (Applications-Director's Review without Notification) of the Zoning Ordinance. If the Planning Director finds that approval of the permit would create no adverse impact on the immediate neighborhood or the surrounding area, and that all other requirements for a home occupation permit are satisfied, he will issue a renewable and revocable permit for a one-year period. The decision made by the Planning Director may be appealed to the Planning Commission as outlined in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.

Permits may be renewed for one-year periods upon payment of the renewal fee, provided that the permit has not been terminated under the provisions of Sections 17.67.050 (Home Occupation Complaint Procedures) through 17.67.070 (Action by Commission – Home Occupation Complaints) of the Zoning Ordinance.



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Office Use Only:

File No. _____

Date Received _____

Fee _____

Receipt No. _____

Received by _____

Home Occupation Permit Application

Applicant Information

Applicant is: ☐ Property Owner ☐ Contract Buyer ☐ Option Holder ☐ Agent ☐ Other _____

Applicant Name _____ Phone _____
(*NOT Business Name*)

Contact Name _____ Phone _____
(*If different than above*)

Mailing Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(*If different than above*)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(*If metes and bounds description, indicate on separate sheet*)

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

Home Occupation Information

1. Name of Business_____
2. Business Web Site Address_____
3. Please describe your business in detail (be specific; attach extra pages, if necessary):_____

4. Do you reside at the street address listed under Applicant / Owner information?_____
5. Hours of operation:_____
6. Will there be paid employees at the residence who do not also reside there?_____
7. Anticipated traffic generation:_____
8. Where will customers/clients park:_____
9. Will the occupation be conducted inside the home, garage, or other structure on the premises (describe location)?_____
10. Do you plan to display a sign related to the occupation?_____ If so, please describe size (limited to 1.5 square feet) and proposed location of sign:_____
11. Please describe type and frequency of deliveries to and/or from your home:_____

12. Please describe any noise, smoke, fumes, odors, or hazardous materials or substances used for or generated by the occupation:_____

Occasionally, we will receive requests from individuals or companies for a list of persons who have home occupation permits. If you **do not** want your information released, please check the box, and provide your initials. ☐ _____

I hereby certify that the statements contained herein are in all respects true and correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date