

BAKER CITY-COUNTY PLANNING DEPARTMENT



1995 Third Street, Suite 131
 Baker City, OR 97814
 Phone: (541) 523-8219
 Fax: (541) 523-5925



File No.	_____
Applicant:	_____
Received By:	_____
Date Submitted:	_____
City Planning:	101-131-3-40-4104
Fee Collected: \$	_____
Date Paid:	_____
Receipt By:	_____

MAKE CHECKS PAYABLE TO: **BAKER COUNTY**

HOME OCCUPATION PERMIT APPLICATION

Home Occupations encourage those who are engaged in small commercial ventures which 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 units (dwellings), subject to the standards of Baker City Development Code (BCDC) Section 2.2.200.F.

Applicant Name: _____ Phone: _____

Mailing Address: _____ Interest in Property: _____

Property Address: _____ Map & Tax Lot #: _____

Current Zoning: _____ Size of Parcel(s): _____

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Code Section prior to submitting an application. Incomplete applications will not be scheduled for review until the Planning Department receives all required submittal materials. Failure to provide materials or address the approval criteria in sufficient detail may cause your application to be delayed or denied.

Description of proposed Home Occupation: _____

Please include a site plan if you will be working outside the house.

<i>Please answer the following questions about your Home occupation.</i>	Yes	No
Will any portion of the Home Occupation take place outside the home or other buildings on the site?		
Will the Home Occupation result in any structural alterations or additions?		
Products or equipment visible from outside any structure?		

Outside storage which will be visible from the public right-of-way of adjacent properties?		
Are there any employees associated with the Home Occupation that will be on-site?		
If yes, how many? PT _____ FT _____		
Will there be any on-site storage of hazardous materials?		
Is any signage proposed?		
If so, please indicate number and size.		
Excluding regular USPS delivery, how many trips per day for delivery and/or pick up?		
Will there be any clients or customers coming to the residence?		
If so, how many and how often?		
Will the operation create any noise, glare, vibration, smoke, dust, odors, radio or TV interference?		
Will there be a commercially-licensed vehicle associated with the business?		
If so, please indicate make/model and license plate number.		
Will this site be used for the assembly of employees?		

By signing the application form, applicant certifies that the information provided herein is accurate. Applicant further certifies that he/she is authorized to make the application and that there are no covenants, conditions or restrictions (CC&Rs) that may limit or prohibit the proposed home occupation. The City of Baker City does not monitor, nor does the City have enforcement authority over CC&Rs. Applicant further certifies that the home occupation use will conform to the standards of Baker City Development Code Section 2.2.200.F. Non-compliance with these regulations may result in revocation of this permit.

Applicant Signature: _____ Date: _____

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf with regard to this application.

Owner Name: _____ Phone: _____

Mailing Address: _____ Signature: _____

The following standards from Section 2.2.200.F of the Baker City Development Code apply to Home Occupations:

The purpose of this Section is 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. Two types of home occupations are contemplated by this Code: 1) Home Occupations meeting the standards in subsections 1-8, below, are allowed by right, provided the owner has a current business license and all other uses and structures on the subject property are in conformance with the applicable zoning; and 2) Home Occupations exceeding any of the threshold standards in subsections 1-8 may receive approval through the Type III Home Occupation Permit procedure under Section 4.9.200.

Type I Standards for Home Occupations

1. Appearance of Residence:

- a. 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.
- b. 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.
- c. The home occupation shall not violate any conditions of development approval (*i.e.*, prior development permit approval).
- d. No products and or equipment produced or used by the home occupation may be displayed to be visible from outside any structure.

2. Storage:

- a. Outside storage, visible from the public right-of-way or adjacent properties, that exceeds what is customary for a single family residence in the vicinity, is prohibited.
- b. On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond those normally incidental to residential use is prohibited.
- c. Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be allowed in any structure.

3. Employees:

- a. Other than family members residing within the dwelling located on the home occupation site, there shall be not more than one (1) full time equivalent employee at the home occupation site at any given time. As used in this chapter, the term "home occupation site" means the legal lot on which the home occupation is conducted.
- b. 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 occupation site.
- c. The home occupation site shall not be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch of employees to other locations.

4. Advertising and Signs: Signs shall comply with all applicable sign regulations. In no case shall a sign in the Residential District exceed four (4) square feet of surface area on all sides.

5. Vehicles, Parking and Traffic:

- a. One (1) 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.
- b. There shall be no more than three (3) commercial vehicle deliveries to or from the home occupation site daily. There shall be no commercial vehicle deliveries during the hours of 8:00 *p.m.* to 6:00 *a.m.*
- c. There shall be no more than one (1) client's or customer's vehicle at any one time and no more than eight (8) per day at the home occupation site.

6. Business Hours: There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 6:00 *a.m.* to 8:00 *p.m.* only, Monday through Friday, subject to subsections 1 and 5, above.

7. Prohibited Home Occupation Uses:

- a. Any activity that produces radio, TV, or other electronic 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.
- b. Any activity involving on-site retail sales, including garage sales exceeding the thresholds of a temporary use, 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 is allowed subject to 1-6, above.
- c. The following uses and uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke or vibration, are prohibited:
 - (1) Ambulance service;
 - (2) Animal hospital, veterinary services, kennels or animal boarding;
 - (3) Auto and other vehicle repair, including auto painting; and
 - (4) Repair, reconditioning or storage of motorized vehicles, boats, recreational vehicles, airplanes or large equipment on-site.

8. Enforcement: The Planning Director or his or her designees may visit and inspect the site of a home occupation in accordance with this chapter periodically to ensure compliance with all applicable regulations, during normal business hours, and with reasonable notice, in accordance with Chapter 1.5.