



**CITY OF JACKSONVILLE**  
 206 N. 5th Street | P.O. Box 7, Jacksonville, OR 97530  
 (541) 899-6873 | [www.jacksonvilleor.us](http://www.jacksonvilleor.us)

**Office Hours -**  
 Mon, Tues, Thurs, Fri: 8:30 am - 2:00 pm  
 Wed: Closed to the public

**HOME OCCUPATION PERMIT**

\$60.00 Filing Fee  
 Receipt #: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_  
 PHYSICAL ADDRESS: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 ZONING : \_\_\_\_\_ MAP & TAXLOT: \_\_\_\_\_  
 SQ. FT. OF RESIDENCE: \_\_\_\_\_ SQ. FT. OF HOME OCC BUSINESS: \_\_\_\_\_  
 % OF FLOOR AREA FOR HOME OCC BUSINESS: \_\_\_\_\_  
 BRIEF DESCRIPTION OF BUSINESS: \_\_\_\_\_

Check all that apply:  Home Office       Internet Sales       Mail Order       Other

THE PROPOSAL MUST CONFORM TO THE FOLLOWING STANDARDS AND CRITERIA:  
 (Please initial each line below)

- \_\_\_\_\_ The activity must be conducted entirely within the dwelling or garage in question.
- \_\_\_\_\_ The activity must be conducted only by members of the family occupying the dwelling.
- \_\_\_\_\_ The outward residential appearance of all buildings must be preserved.
- \_\_\_\_\_ Not more than twenty-five percent (25%) of the floor area of any floor of the individual dwelling unit may be utilized for the intended purposes.
- \_\_\_\_\_ Merchandising or sale of commodities will be conducted on the premises by telecommunications or mail-order only.
- \_\_\_\_\_ On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable as determined by the Fire Chief) beyond that normally incidental to residential use is prohibited.
- \_\_\_\_\_ A sign may be maintained in conjunction with the home occupation activity, provided it is no greater than one (1') square foot in area and placed flat against the building containing the activity.
- \_\_\_\_\_ No increase in traffic may be expected other than that attributed to normal residential usage.
- \_\_\_\_\_ There shall be no emission of odorous, toxic, noxious matter nor any use causing electrical or telecommunication interference, vibration, noise, heat, or glare in such quantities as to be readily detectable at any point along or outside property lines of a home occupation so as to produce a public nuisance or hazard.

I hereby acknowledge that I have read the terms, conditions and limitations listed for the conduct of home occupations and agree to comply.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IF THE PERMIT IS GRANTED, THE FOLLOWING SHALL BE DEEMED CONDITIONS OF THE PERMIT**

Property owners within 200' of the applicants' property shall be notified of any permit approval. If a request for a mhearing is received within 10 days of a postmark notice along with a fee of ¾ of the original fee or \$75.00 (whichever is greater), the matter shall be referred to the Planning Commission for a final decision.

By making application for a home occupation permit, the applicant shall recognize and understand that because a business may be permitted to be conducted within his/her home or garage, he/she may be required to have the home inspected by the building inspector, fire inspector, a representative of any other department which may have authority or an interest in the health and safety of the occupants, customers, or the surrounding residents. Upon the presentation of proper credentials, the applicant shall agree to any and all reasonable inspections.

**EXCLUSIONS:** Home occupation permits shall not be issued to any of the following:

- a. Beauty Shops or Barber shops
- b. Kindergarten
- c. Nurseries or Child Care Centers, unless the requirements of 17.92 are satisfied.

**REVOICATION:** The permit may be revoked by the City Recorder or designee for violation of any conditions above, imposed or authoized, but the City Recorder or designee, before revoking a permit, shall give the permittee reasonable notice and an oppportunity to be heard.

**APPEAL:** Any applicant or affected or concerned proeprty owner has the right to appeal the descision of the City Recorder or designee, to the Planning Commission in the manner provided by Chapter 17.116 of the Land Development Regulations.

**EXISTING USES:** Persons engaged in home occupations lawfully in existence on residentially zoned premises on the effective date of the land development regulations' adoption may continue to thus operate but shall be required to secure a permit hereunder, and any such activity, use or accessory sign, device or structure, or part thereof, which does not conform to the land development regulations shall not be permitted to expand or enlarge and shall be removed or terminated upon the following:

- a. Change of use or ownership or the premises
- b. Writtent complaint of adjacent property owners, after due notice and hearing if the City planner or designee finds taht the interference withh the use and enjoyment of the neighboring premises is such as to defeat the purpose of the land development regulations.

**APPLICANT'S NOTE:** The intent of the home occupation permit for residential zones is to provide for a limited service-oriented business activty which is conducted in such a manner that the residential character of the building and the neighborhood is preserved. It is intended that granting this privilege would be the exception rather than the rule relative to the vareity of activities requesting a permit. The permit shall not be transferable and the privileges it grants shall be limited to the person named in the permit and to the location and activity for which it was issued.

-----**STAFF USE**-----

APPROVED             DENIED

Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

\_\_\_\_\_