HOME OCCUPATION PERMIT APPLICATION

For New and Renewal Home Occupation Permits

22560 SW Pine Street Sherwood, OR 97140
Phone: 503.925.2308 Email: planning@sherwoodoregon.gov

HOME OCCUPATION SUBMITTAL REQUIREMENTS

Home Occupations are regulated to ensure that they do not alter the residential character of the neighborhood nor infringe upon the rights of nearby residents to the peaceful enjoyment of their neighborhood homes.

Submit a complete Home Occupation Application Form and Supplemental Home Occupation Questionnaire Form (on the backside) for City Review. The City will make an initial determination if the Home Occupation application requires a permit based on the answers provided on the questionnaire. The City has the right to require proof of compliance with home occupation criteria listed in SZDC 16.42. The City may require a site inspection for any proposed Home Occupation. If the City determines that a Class A Permit is required, the fee is $58 for new permits and $29 for annual renewals. A 5% technology fee will be applied to all Class A Permit applications.

BUSINESS INFORMATION

Sherwood Business License # (*if known*)*:* _____

Business Name: _____

Phone: _____

Physical Address: _____

_____

Contact Person: _____

Phone: _____

Mailing Address: ☐ Same

_____

_____

Describe your business: _____

AUTHORIZING SIGNATURE

I affirm that the information submitted with this application is correct to the best of my knowledge.

I further acknowledge that I have read the applicable standards for review of the land use action I am requesting (Sherwood Zoning and Community Development Code 16.42) and understand that I must demonstrate to the city review authorities compliance with these standards prior to approval of my request and site inspection.

_____	_____	_____
Applicant Signature	Printed Name	Date

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SUPPLEMENTAL HOME OCCUPATION QUESTIONNAIRE FORM

HOME OCCUPATION GUIDELINES

- A home occupation can have no more than 2 employees/volunteers.
- A home occupation may not occupy more than 25% of the total floor area of all habitable buildings on the property including customary accessory dwellings. However, home occupations in Old Town Overlay may occupy up to 50% of entire floor area.
- Class A home occupations -- Exterior signs must be non-illuminated and cannot exceed 1 square foot. In addition to signs permitted for home occupation one (1) non-illuminated, attached, exterior sign, up to a maximum of nine (9) square feet in surface area, may be permitted for each approved home occupation in the Old Town Overlay per section 16.162.070.E.
- Class A home occupations -- Storage of materials on the premises shall be screened entirely from view of neighboring properties by a solid fence. Exterior/outside storage of materials shall not exceed five percent (5%) of the total lot area and shall not encroach upon required setback areas of the zone.
- Class A home occupations – The number of clients shall not exceed 5 visits per day

SUPPLEMENTAL QUESTIONNAIRE

(If you have any questions while filling out this form, please contact the planning department at 503.925.2308 or planning@sherwoodoregon.gov.)

1. Does your home occupation area occupy more than 25% of your total floor area? ☐ YES ☐ NO

   IF YES: is your home occupation in the Old Town Overlay? ☐ YES ☐ NO

2. Will there be an exterior sign advertising the business? ☐ YES ☐ NO

3. Will materials be stored outside the dwelling? ☐ YES ☐ NO

   IF YES: 1. What is the square footage of materials stored? _____
   2. What is the square footage of the entire property? _____
   3. Are the materials screened from neighboring properties by a solid fence? ☐ YES ☐ NO

4. Will there be commercial pick-up and/or deliveries to the residence? ☐ YES ☐ NO

   IF YES: How many per day or week? _____

5. Does your business have any additional volunteers/employees? YES ☐ NO ☐

   IF YES: 1. How many volunteers/employees will be onsite? _____
   2. Is there adequate parking for volunteers/employees? ☐ YES ☐ NO

6. Will there be customers and clients? If so, how many per day? _____

OFFICIAL USE ONLY

☐ CLASS A ($58 Annual Permit Fee + 5% Fee) ☐ CLASS B (No Permit Fee)

Date: _____ File No.: _____ Fee Paid: _____ Receipt No.: _____ Approval Initials: _____