



**WASHINGTON COUNTY**  
Dept. of Land Use & Transportation  
Planning and Development Services  
Current Planning  
155 N. 1<sup>st</sup> Avenue, #350-13  
Hillsboro, OR 97124  
Ph. (503) 846-8761 Fax (503) 846-2908  
<https://washingtoncountyor.gov>

## Application Instructions for: Type II Home Occupation

Standards for a Type II Home Occupation are found in CDC Section 430-63.2. Please review to ensure your home occupation qualifies for a Type II permit. Download forms noted as “available from Current Planning” from: <https://www.washingtoncountyor.gov/current-planning/development-applications-forms-resources>

**1. Submit five (5) of each of the following for initial applications as well as renewals:**

- A.** Completed **Type II Home Occupation Application** included in this packet, with date and original signature of the property owner.
- B.** An accurate **site plan of the property AND floor plan of the house**, drawn to scale, similar to the example included in this packet. The plan shall show building setbacks, property lines and dimensions, all structures on the property with use identified, location and dimensions of the off-street parking, each room in the house labeled and the square footage of each room in the house. Basements and attached garages are considered part of the house and should be included in the floor plan with a label and square footage.
- C.** Completed **Type II Home Occupation Supplemental Information** form included in this packet.
- D.** Copy of Washington County’s **Official Tax Map** that contains the subject property. Available either from Current Planning or online at <http://washims.co.washington.or.us/InterMap/>

**2. Initial applications must also submit five (5) of each of the following:**

- A.** Completed **Service Provider letters** (forms available from Current Planning or online - not included in this packet) 1) Water; 2) Sewer; 3) Fire; 4) Sheriff.
- B.** **Signed Pre-application Waiver** (form available from Current Planning – not included in this packet)
- C.** **Fire Marshal Comments/Approval** if the driveway is or will be over 150 feet in length. The comments from the Fire Marshal must be: 1) on letterhead stating the driveway meets or can meet Fire District standards with improvements; or, 2) site plan signed and/or stamped by the Fire Marshal.
- D.** Completed **Impact Analysis** if located in EFU, AF-20 or EFC land use districts (form available from Current Planning – not included in this packet)

**3. Pay Fees:** Please refer to the current copy of the Current Planning fee schedule and remit required payment when submitting the application. Checks payable to: *Washington County*.

**Type II Home Occupation Initial:** \_\_\_\_\_

**Type II Home Occupation Renewal:** \_\_\_\_\_

**Groundwater Study Rural Surcharge:** \_\_\_\_\_

**NOTE:** A site inspection may be done prior to the issuance of a home occupation development permit.

**If you have any questions regarding the Washington County Community Development Code standards or application requirements for a Type II Home Occupation Permit or Renewal, please contact Current Planning at (503) 846-8761.**



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**Type II Home Occupation Application**

CPO: \_\_\_\_\_ COMMUNITY PLAN: \_\_\_\_\_

EXISTING LAND USE DISTRICT: \_\_\_\_\_

ASSESSOR MAP: \_\_\_\_\_ TAX LOT NUMBER: \_\_\_\_\_

*NOTE: Contiguous property under identical ownership will be reviewed as part of this application and may be subject to conditions of approval. List assessor map and tax lot numbers of all contiguous property under identical ownership:*

\_\_\_\_\_  
\_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

SITE SIZE: \_\_\_\_\_

EXISTING USE OF SITE: \_\_\_\_\_

PROPOSED DEVELOPMENT ACTION: \_\_\_\_\_

We, the undersigned, hereby authorize the filing of this application and certify that the information contained in this application is complete and correct to the best of our knowledge. This also authorizes the designated Applicant's Representative (if applicable) to act on behalf of the Applicant for the processing of the request.

X \_\_\_\_\_  
 OWNER  CONTRACT PURCHASER      DATE  
Print Name: \_\_\_\_\_

X \_\_\_\_\_  
 OWNER  CONTRACT PURCHASER      DATE  
Print Name: \_\_\_\_\_

CASEFILE #: \_\_\_\_\_  
(to be assigned by Washington County)

**APPLICANT:**  
COMPANY: \_\_\_\_\_  
CONTACT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE:** NOTE: The Applicant's Representative will be the primary contact for the County.  
COMPANY: \_\_\_\_\_  
CONTACT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

**OWNER(S):** (attach additional sheets if needed)  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

**ALSO NOTIFY:**  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_

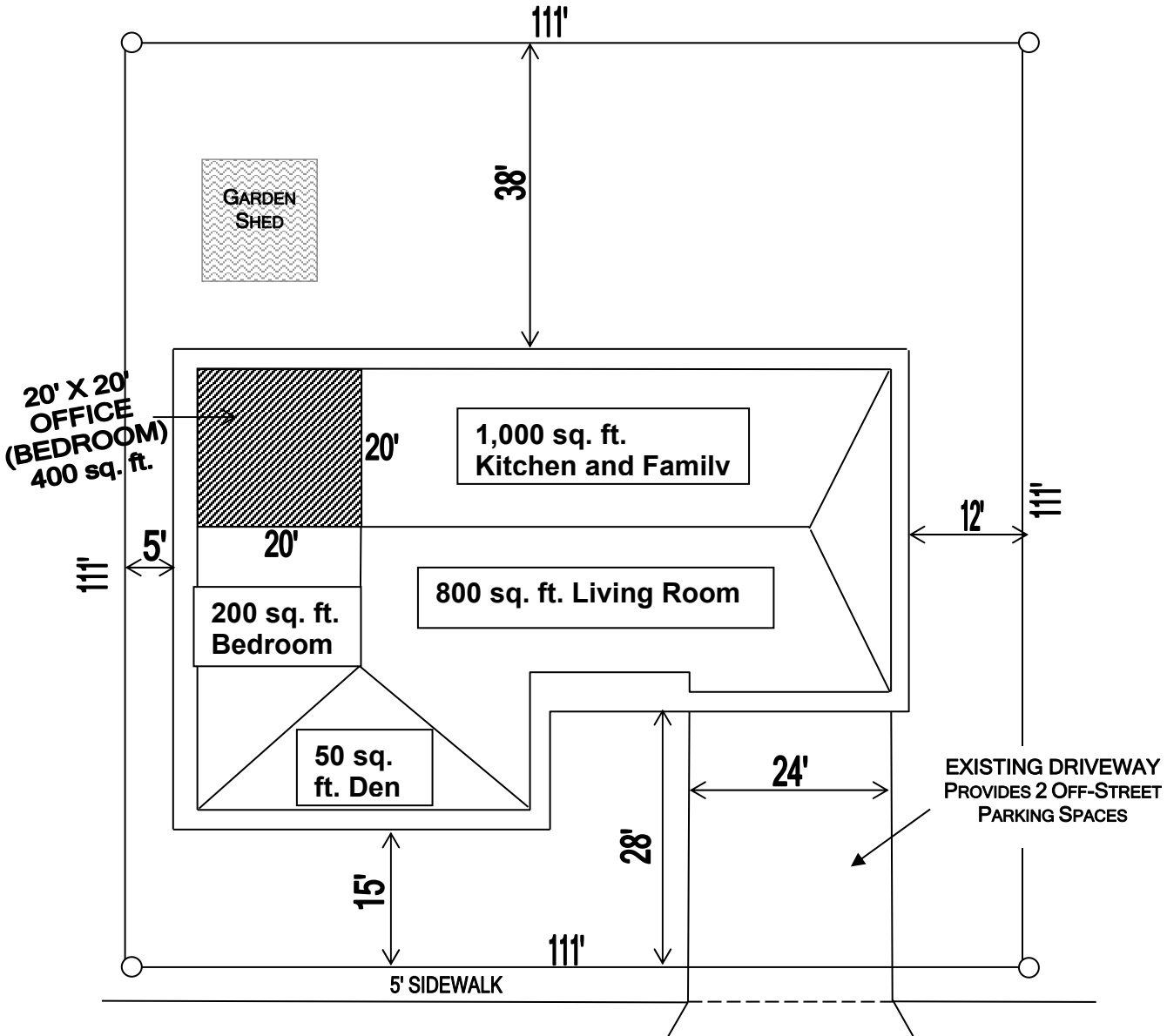
X \_\_\_\_\_  
APPLICANT      DATE  
Print Name: \_\_\_\_\_

X \_\_\_\_\_  
APPLICANT      DATE  
Print Name: \_\_\_\_\_

**PLEASE NOTE:**

- o This application must be signed by ALL the owners or ALL the Contract Purchasers of the subject property.
- o If this application is signed by the Contract Purchaser(s), the Contract Purchaser is also certifying that the Contract Vendor has been notified
- o No approval will be effective until the appeal period has expired.
- o Corporations require proof of signature authority for that entity according to their Articles of Incorporation or as registered with the State of Oregon Corporation Division at <http://www.filinginoregon.com>

# EXAMPLE HOME OCCUPATION SITE PLAN



NORTH  
SCALE: 1" = 20'



**400 SQ. FT. OFFICE /  
2450 SQ. FT. HOUSE =  
16% OF HOUSE  
FOR HOME OCCUPATION**

**TOMMY SMITH  
152 34AB 12300  
LOT 13 FOGHORN ACRES  
180 SW CHICKENHAWK LN  
ANYTOWN, OR 12345**

**TYPE II HOME OCCUPATION  
SUPPLEMENTAL INFORMATION FORM**

Check one:  Initial Permit     Renewal Permit

1. What is the name of your business? \_\_\_\_\_

2. Business Address: \_\_\_\_\_

3. Describe in detail your business and how it will be operated from your home:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. A Type II home occupation located within the Urban Growth Boundary (UGB) shall not use more than 600 square feet or 25% of the floor area of the home or lawful accessory structure, whichever is greater. If located outside the UGB, the home occupation shall not exceed 1,000 square feet or 25% of the home or lawful accessory structure. List the square footage of the home (including the basement and/or attached garage) or the lawful accessory structure and the square footage of the area where the business is located.

Home or Lawful Accessory Structure (circle which is to be used): \_\_\_\_\_ sq ft

Area Used for Business: \_\_\_\_\_ sq ft

5. Home occupations should not produce any noise or obnoxious odors, vibrations, glare, fumes or electrical interference detectable to normal sensory perception outside the structure. Please describe in detail any equipment used in the course of your business, noise, odors, etc. Include quantity, size and how equipment will be operated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. A Type II home occupation must be operated entirely within the dwelling, garage or lawful accessory structure. Use of outside areas is not allowed. Describe where you will store the products and goods needed for your home occupation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. A Type II home occupation may not employ more than one person who is not a permanent resident of the home. How many employees does your business have? \_\_\_\_\_  
Where do they live? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. A Type II home occupation may not involve the use or storage of vehicles used for the business, other than one commuter vehicle. In the urban area, the commuter vehicle shall not exceed a manufacturer's rating of one ton. In the rural area, the commuter vehicle shall not exceed a gross vehicle weight of 26,000 pounds.

Are any vehicles used by the business? \_\_\_\_\_ If "yes", list make, model and weight: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Type II home occupations may not exceed a weekly average of two (2) business-related deliveries or pick-ups per day, excluding regular residential deliveries by the U.S. Postal Service. What is the average number of **daily** delivery and pick-ups serving the business? \_\_\_\_\_

10. Type II home occupations are limited to no more than nine (9) customers per day. What is the total number of **daily** customers that will come to your home? \_\_\_\_\_

11. Will any additional parking area be required for the home occupation? \_\_\_\_\_ **If "yes", identify the proposed parking area on your site plan and answer A and B below.**

A) Additional parking must not change the residential character of the property. Please explain how the residential character will be maintained.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B) The additional parking area may not detract from the visual appearance of the home. Please explain how the visual appearance of the home will be maintained.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. The home occupation may not require remodeling of the exterior of the home or accessory structure that changes the residential character. Will you construct or add on to any buildings for this business? \_\_\_\_\_ **If "yes", identify the proposed area on your site plan and answer A and B below.**

A) Where will the new construction/addition be located and what will it be used for (storage, office, etc.)?

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B) Describe how the new construction/addition will not change the home's residential character.

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13. Home occupations are limited to one sign no greater than two (2) square feet in size. A building permit for a sign permit is required. Will you be placing a sign on your property to advertise your business? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If "yes", answer the following:**

How many square feet is the sign? \_\_\_\_\_ (must be two (2) square feet or less)

Where will the sign be located on the property? \_\_\_\_\_

Describe the sign: \_\_\_\_\_  
\_\_\_\_\_

**Obtain the building permit for the sign PRIOR to any sign placement.**

**14. Acknowledgement and Signature:**

I, \_\_\_\_\_, acknowledge that my signature affirms that the information submitted above, along with all attachments, is true and accurately reflects my home-based business.

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**Signature**

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**Date**

**Please note: The only person who needs to complete the "Acknowledgement and Signature" is the person who actually completed the application.**