



Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

www.cityofmolalla.com

HOME OCCUPATION PERMIT

A Home Occupation Permit is required for any business activity carried out on a residentially zoned property. (Regulated by [MMC17-2.3.120](#)) For example, a car detailing company that you drive to the client’s location but your base of operations (bills, taxes, desk, parking your work vehicle) would be at your residence. You may not do your “work” at your residence, but your company is based there.

See the Molalla Master Fee Schedule for current pricing.

Application Submissions Must Include:

- One (1) Hard Copy of this Form
- One (1) Hard Copy Set of Site Plans
- One (1) Electronic submittal of items above
- Application Fee – See City fee schedule

For questions:

- Please Consult the City’s Development Code <http://qcode.us/codes/molalla/>
- Questions may be directed to the Planning Dept. Phone: (503) 759-0205
- Email: communityplanner@cityofmolalla.com
- In person at 315 Kennel Ave, Molalla, OR 97038

Home Occupation Standards

Home occupations shall conform to all of the standards below, except the City may approve adjustments to the standards through the Conditional Use Permit approval, provided all uses and structures on the subject property conform to applicable City regulations, including, but not limited to building codes and nuisance regulations.

1. **Amount of space used for your home occupation.** Home occupations of less than 1,000 square feet of lot area are permitted. When calculating, include office or desk space w/in your home, parking space for business vehicles, outdoor/indoor storage for inventory/products, areas where you make or produce items, and display areas.

How many square feet of your home/property is used for your home occupation? _____

If it is more than 1,000 sq ft, stop here. You need to apply for a [Conditional Use Permit](#).

2. **Appearance of Residence.** 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.

Does your home have any appearance of being a business?

No Yes If yes, please describe;

3. **Structural Alterations.** 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. No products or equipment produced or used by the home occupation may be displayed to be visible from outside any structure.

Do you have any structural alterations or additions relating to your Home Occupation?

No **Yes** If yes, please describe;

4. **Storage.** 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. On-site storage of hazardous materials (including toxic, explosive, noxious, combustible, or flammable material) beyond those normally incidental to residential use is prohibited. Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be enclosed in a structure or otherwise screened from view from adjacent properties and public right-of-way.

Can any of your home occupation's inventory, products, or equipment be seen from the street/sidewalk/neighbors?

No **Yes** If yes, please describe;

5. **Employees.** Other than people residing within the dwelling located on the home occupation site, there shall be no more than two employees 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. Additional individuals may be employed by or associated with the home occupation, so long as they do not report to work, pick up, or deliver at the home occupation site. 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.

Do you have more than two (2) employees at your home location at the same time?

No **Yes** If yes, please describe;

6. **Advertising and Signs.** All signs require a [sign permit](#). (MMC [Title 18](#) and [17-2.3.120](#).)

Do you have, or intend to have signage?

No **Yes** If yes, please describe and contact staff;

7. **Vehicles, Parking, and Traffic.** Not more than one commercially licensed vehicle associated with the home occupation is allowed at the home occupation site in the same 24-hour period. Vehicles shall be of a size that would not overhang in the public right-of-way when parked. There shall be no commercial vehicle deliveries between 9:00 p.m. and 7:00 a.m.

Is there a vehicle associated with your home occupation being parked at the location?

No Yes

Is there more than one? No Yes

Is the vehicle(s) parked so it overhangs into the sidewalk/street? No Yes

Do you have deliveries between the hours of 9:00 pm and 7:00 am? No Yes

8. **Business Hours.** There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation only from 7:00 a.m. to 9:00 p.m., Monday through Friday.

Are customers at your home occupation between 9:00 pm and 7:00 am? No Yes

9. **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.

Does your home occupation produce any of these things that can be detected beyond your property line?

No Yes If yes, please describe;

- B. On-site retail sales are prohibited, except that the sale of items that are incidental to a permitted home occupation. 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 the home business is allowed.

Do you have on-site retail sales?

No Yes If yes, please describe;

- C. The following uses and uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke, or vibration, are prohibited: ambulance service, animal hospital, veterinary services, kennels, or animal boarding, Auto and other vehicle repair, including auto painting, repair, reconditioning, or storage of motorized vehicles, boats, recreational vehicles, airplanes, or large equipment on-site.

Does your home occupation include any of these uses?

Site Plan(s) and Documents Required

1. Ownership documents if different than Clackamas County CMAP property information.
2. Provide All Easements, Covenants, Conditions, Restrictions, and Encumbrances on the property – Attach to this form.
3. You must indicate (on the Site Plan) the location and dimensions of all areas intended to be used for your home business.
4. Site/Plot Plan
 - Applicant’s name and address.
 - Legal description of the property (Township, Range, Section and Tax Lot).
 - SITE PLAN MUST INCLUDE DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES, PROPERTY LINES, SETBACKS, AND DRIVEWAYS.
 - Direction of North.
 - Driveway location and location of adjacent streets.
 - Proposed and existing structures.
 - Location of any existing wells on the property.
 - Walkways, patios, patio slabs, and mechanical units (e.g. air conditioning unit)
 - Location of existing and proposed utility connections.
 - Property Lines.
 - Position of all creeks, streams, ponds, springs, or other drainageways.
 - Relative elevations (1) At lot corners or construction area, and (2) At building site.
 - Existing and proposed easements.
 - All streets abutting the property.

Applicant Signature: _____ Date: _____

Owner Signature(s): _____ Date: _____