

For office use only



---

---

# Home Occupation Permit Application

Applicant Name _____	Email _____
Site Address _____	Phone _____
Business Name _____	Website _____

***Please complete the following application questions to provide staff with a clear understanding of the type of business proposed, and a manner in which the business will be operated.***

1) Please describe in detail the type of business proposed.

---

---

---

2) Is there any remodeling or structural additions to the residence or accessory structure proposed in conjunction with the proposed home occupation? If yes, please describe.

---

---

3) List the types of machinery or equipment and materials to be used in conjunction with the home occupation, including their proposed location.

---

---

4) What percentage of the residence will be used for the home occupation? \_\_\_\_\_

5) List the number of customers/clients expected at the residence per day. \_\_\_\_\_

6) List the number of employees you are to have. Full or Part time? \_\_\_\_\_

7) List the number of commercial deliveries/pick-ups expected at the residence per day.

---

8) Are there any vehicles associated with the business? If yes, please list how many and the kind.

---

**Please read the following information carefully. Your signature will confirm your understanding and agreement to the conditions of approval.**

The following items are a small selection of the Home Occupation requirements. A complete version of the Home Occupation ordinance can be found in the Ashland Municipal Code (AMC), Section 18.2.3.150; or on our website at *www.ashland.or.us*

- No signs are permitted as part of a home occupation business.
- No more than 8 client/customer vehicle trips per day to the home occupation site.
- No more than 3 commercial deliveries/pick ups per day to the home occupation site.
- No more than 1 full time equivalent employee in conjunction with the home occupation, and no more than 1 employee at the home occupation site at a time.
- No outdoor storage of merchandise or equipment is permitted at the home occupation site.
- Excess noise, air or water pollution or other adverse impacts to the home occupation site or neighboring sites are cause for denial or revocation of the home occupation permit.
- A City of Ashland Business License is also required in conjunction with a Home Occupation Permit.
- No storage of combustible material or mixing of flammable liquids permitted.

I, the home occupation applicant, understand that because a business may be permitted to be conducted within my residence, garage, or accessory structure, I may be required to have the home inspected by a Building Inspector, Fire Marshal, or other City Department which may have authority or an interest in the health and safety of the occupants or surrounding residents. Upon the presentation of proper credentials, I agree to any and all reasonable inspections.

I also understand that the Director of Community Development or their designee may attach specific conditions to my home occupation permit to ensure that it conforms with Ashland Municipal Code (AMC), Chapter 18.2.3.150 relating to home occupations.

I understand that it is my duty and obligation to comply with all other rules, regulations, ordinances or other laws governing the use of the premises and corresponding structures, including, but not limited to, the Uniform Building Code, the Uniform Fire Code, and any private restrictions relative to the property.

**By signing this permit application, I hereby affirm that I have read and understand AMC 18.2.3.150 and further affirm that the information provided in this application is correct and complete.**

Home Occupation Permit Application Fee .....\$30.50
Signature _____ Date _____

---

Acct # 0110.420200

Planning Division Review & Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_