



City of Ashland Building Division
 51 Winburn Way • Ashland, OR 97520
 Phone (541) 488-5305 • Fax (541) 488-6066
 Email: Building@ashland.or.us

Home Occupation Permit for Childcare Facilities

Name:		Date:
Site Address:		
Phone: ()		Email:
YES	NO	
		Are you currently operating a care facility in an approved home per ORS 329A (Registered or Certified home with the State)?
		Are you opening or reopening a care facility in a previously approved home (Registered or Certified home with the State)?
		Are you Changing licenses in an approved home?
		Are you Changing ownership from one license to a new license in an approved home?
If the answer to any of the above question is Yes, provide proof of licensing through the State of Oregon and no building code review will be required.		
YES	NO	
		Are you constructing a new home that will be used as a care facility?
		Are you opening a new care facility in a home not previously approved?
		Are you relocating a care facility to a different home not previously approved?
If the answer is Yes to any of the questions above, then please provide answers to the following questions.		
1. What are the age of children receiving care?		
2. How many children receive care at one time at this facility?		
3. What type of activities happen at the place of care?		
4. Is the facility located in a 1 or 2 family dwelling?		
5. Is this a new house under construction?		



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6. Is this a new childcare use in an existing home?
7. Please provide a floor layout with an egress plan.
8. Is the use on the level of exit discharge? (ground floor level)
9. Is this a registered (4 to 10 children or less registered with the State) or a Certified (4 to 16 children registered with the State) facility?
10. Please provide proof of State licensing.