

## CRITERIA FOR ALL HOME OCCUPATIONS

Home Occupations and those exempted from permits shall comply with the following requirements:

- Total area for the Home Occupation shall not exceed 25% of the floor area of the ground floor of the building or, 500 square feet, whichever is less.
- The occupation will be conducted entirely within the dwelling unit, garage or detached building.
- For non-exempt home occupations, only members of the family residing in the dwelling plus one outside employee (a person not residing in the home) shall be allowed to work at the home occupation.
- The residential character of the dwelling and lot shall be maintained.
- Only one business related vehicle, not parked in a garage, is permitted on the property. No other equipment, materials or business related vehicles, including trailers, shall be stored or parked outside.
- The Home Occupation shall not involve on-site retail sales unless the items are incidental to the occupational use, such as the sale of beauty products for salons, etc.
- If the applicant is not the owner, then the name, address and written authorization from the property owner or rental manager.
- The occupation complies with all environmental performance standards in Article 24 and does not involve the storage or use of materials determined by the Director to be a nuisance.

## MINOR HOME OCCUPATIONS

In addition to the criteria for all Home Occupations, Minor Home Occupations must meet the following requirements:

- Only one client or customer shall be onsite at any given time, and no more than 8 customer/client visits per day. No customer/client visits between 9:00 pm and 7:00 am.
- No more than 3 business related deliveries per day. No deliveries between 9:00 pm and 7:00 am.
- No outside storage related to the home occupation on the site.

## PROHIBITED HOME OCCUPATIONS

The following types of home occupations are prohibited:

- Ambulance Services.
- Auto and other vehicle repair including auto painting.
- Repair, reconditioning or storage of motorized vehicles, boats, recreational vehicles, airplanes, or large equipment on site.

## HOW DO I APPLY?

The application form is available from the Parks and Community Development Department (or the City's website) and must include the following information:

- Name of the Home Occupation business for which the permit is being granted and the number of employees.
- A short description of the home occupation.
- Applicant's name, address and telephone number.

- An Assessor's map page and tax lot number(s) for the property of the applicant's business.
- Current zoning district designation.
- If the applicant is not the owner of the property, written authorization from the property owner or rental management company is required.

If the applicant is doing business within the City of Grants Pass, the applicant must file an application for City of Grants Pass Business Tax and pay the annual tax due for the business.

### When do I need a Major Home Occupation Permit?

Uses unable to meet the criteria for a Minor Home Occupation may require a Major Home Occupation Permit.

Additional criteria for Major Home Occupations are:

- The property complies with all applicable Code standards regarding sidewalk, access and all on-site improvements.
- Potential land use conflicts have been mitigated through specific conditions of development.

An application for a Major Home Occupation must include a site plan with information required in Section 19.072.

The procedure method for processing the application shall be as determined in Article 12, Zoning Districts and based on the zone district of the property on which the home occupation is conducted.

## WHAT ARE HOME OCCUPATIONS

A Home Occupation is an accessory use of a dwelling unit for gainful employment involving the manufacture, provision or sale of goods and/or services where the primary use of the dwelling unit is residential.

The use of the dwelling for a Home Occupation requires a permit. A permit for a Minor Home Occupation or a Development Permit for a Major Home Occupation must be obtained from the Parks & Community Development Department prior to any said use.

## WHY ARE HOME OCCUPATIONS REGULATED?

Home Occupations are regulated to be consistent with the following goals:

- To maintain the residential character of neighborhoods in both appearance and characteristics.
- To allow businesses compatible with residential uses without infringing upon the right of neighboring residents to enjoy the peaceful occupancy of their homes.
- To preserve and to protect adequate public utility services and transportation facilities.
- To ensure Home Occupations are subject to standard development review criteria, regardless of the zone district.



## PARKS & COMMUNITY DEVELOPMENT DEPARTMENT

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*Ordinances governing Home Occupation permits are contained in Article 14 of the City of Grants Pass Development Code. The information in this brochure is general in nature and should not be substituted for the requirements as established in the Development Code. The entire Code or specific sections are available on the City's website listed above. Copies may be requested for a cost.*

# MAJOR AND MINOR HOME OCCUPATION PERMITS



A GUIDE TO THE APPLICATION PROCESS

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