



# Home Occupation Application

## Dallas Planning Department

### Development Code Type I/III Review

**Official Use Only:**  
File No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fee: \_\_\_\_\_  PAID

A HOME OCCUPATION is a business activity that is carried out on the same site as a dwelling unit, and which is accessory to the Household Living use on the site, and subject to the standards found in Dallas Development Code (DDC) Section 2.2.120.E as found on pages 3-5 of this application. Home Occupations that exceed any of the standards for Home Occupations may receive approval through the Type III Home Occupation Permit procedure described in DDC Chapter 4.9.

To request approval of a Home Occupation, please complete this application and return it with the required fee to the Dallas Planning Department, Dallas City Hall, Second Floor, 187 SE Court Street, Dallas, Oregon 97338.

### Section 1 – Applicant Information

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Section 2 – Property Owner Information (If not applicant)

Property Owner(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Section 3 – Project Description

Briefly explain the proposed Home Occupation: \_\_\_\_\_  
\_\_\_\_\_  
Size of area to be used for the Home Occupation: \_\_\_\_\_  
 Within the dwelling                       Within an accessory building  
 Within an attached garage               Within a detached garage  
List any materials that will be used for the Home Occupation:  
\_\_\_\_\_  
\_\_\_\_\_  
Number of residents of the dwelling that will be involved in the business: \_\_\_\_\_  
Number of non-residents that will be involved in the business: \_\_\_\_\_

Will there be pick-up and delivery of products: ( ) Yes ( ) No  
Estimate the number of business related vehicle stops per day: \_\_\_\_\_  
Describe any changes this Home Occupation may make to the neighborhood: \_\_\_\_\_  
\_\_\_\_\_

### Section 4 – Signatures Required

I have reviewed Dallas Development Code Article II 2.2.120 (E) and I am aware of the conditions by which I must abide.

**PROPERTY OWNER(S)**  
\_\_\_\_\_  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

**APPLICANT(S)**  
\_\_\_\_\_  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

### Section 5 – Review and Approval

**Official Use Only:**  
This Home Occupation is hereby approved as long as the applicant abides by the requirements of Dallas Development Code Article II 2.2.120 (E), and any other conditions listed in the letter of approval.

Approved     Denied    Reason for Denial:  
\_\_\_\_\_

Staff Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



# Home Occupations

## Dallas Development Code Article II 2.2.120 (E)

A. **Home Occupations.** The purpose of this Section is to encourage those who are engaged in small commercial ventures that could not necessarily be sustained if it were necessary to lease commercial quarters, or which by the nature of the venture, are appropriate in scale and impact to be operated within a residence. Home occupations are encouraged for their contribution in reducing the number of vehicle trips often generated by conventional businesses. Two types of home occupations are allowed by this Code: 1) Home Occupations meeting the standards in subsections 1-8, below, are allowed by right, provided all uses and structures on the subject property are in conformance with the applicable zoning; and 2) Home Occupations exceeding any of the threshold standards in subsections 1-8 may receive approval through the Type III Home Occupation Permit procedure under Section 4.9.

Type I Standards for Home Occupations:

### 1. ***Appearance of Residence:***

- a. 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.
- b. 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.
- c. The home occupation shall not violate any conditions of development approval (i.e., prior development permit approval).
- d. No products and or equipment produced or used by the home occupation may be displayed to be visible from outside any structure.

### 2. ***Storage:***

- a. 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.
- b. On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond those normally incidental to residential use is prohibited.
- c. Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be allowed in any structure.

# Home Occupation

## Dallas Development Code Article II 2.2.120 (E)

### 3. **Employees:**

- a. Other than members of a household residing within the dwelling located on the home occupation site, there shall be no other/not more than one (1) full time equivalent employee 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.
- a. Additional individuals may be employed by or associated with the home occupation, so long as they do not report to work or pick up/deliver at the home occupation site.
- b. 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.

### 4. **Advertising and Signs:** Signs are regulated the same as for a single-family dwelling and shall comply with the City of Dallas sign regulations.

### 5. **Vehicles, Parking and Traffic:**

- a. One (1) commercially-licensed vehicle associated with the home occupation is allowed at the home occupation site. It shall be of a size that would not overhang into the public right-of-way when parked in the driveway or other location on the home occupation site.
- b. There shall be no more than three (3) commercial vehicle deliveries to or from the home occupation site daily excluding regular US Mail service. There shall be no commercial vehicle deliveries during the hours of 9:00 p.m. to 7:00 a.m.
- c. There shall be no more than one (1) client or customer vehicle at any one time and no more than eight (8) per day at the home occupation site.

### 6. **Business Hours.** There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 7:00 a.m. to 9:00 p.m. only, subject to subsections 1 and 5, above.

# Home Occupations

## Dallas Development Code Article II 2.2.120 (E)

### **7. Prohibited 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.
  
- b. Any activity involving on-site retail sales, including garage sales exceeding the thresholds of a temporary use, is prohibited, except that the sale of items that are incidental to a permitted home occupation is allowed. 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 home business is allowed subject to 1-6, above.
  
- c. The following uses and uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke or vibration, are prohibited:
  - 1) Ambulance service;
  - 2) Animal hospital, veterinary services, kennels or animal boarding;
  - 3) Auto and other vehicle repair, including auto painting; and
  - 4) Repair, reconditioning or storage of motorized vehicles, boats, recreational vehicles, airplanes or large equipment on-site.

- 8. Enforcement:** The Code Enforcement Officer, with due cause, may visit and inspect the site of a home occupation in accordance with this chapter periodically to ensure compliance with all applicable regulations, during normal business hours, and with reasonable notice, in accordance with Dallas Municipal Code.