

CITY OF JUNCTION CITY

Home Occupation Permit

“Home Occupation” means a lawful activity carried on within a dwelling by members of the family occupying the dwelling with no servant, employee or other person being engaged; provided, that:

- **Residential Character** – The outward appearance of the dwelling is maintained.
 - **Business Area** - Activity occupies less than one-quarter of the ground floor area of the dwelling.
 - **Outward Appearance** - Activity conducted in such a manner as not to give an outward appearance nor manifest any characteristic of a business in the ordinary meaning of the term nor infringe upon the right of neighboring residents to enjoy the peaceful occupancy of their homes.
 - **Fees** - None
-

DIRECTIONS:

1. Complete the Home Occupation Permit application (Attached).
2. Turn your completed permit application in at City Hall.
3. Your application will be reviewed by the City Recorder or designated staff
4. You will be notified in 3-5 business days of the results of the review
5. Approved permits can be picked up at City Hall or emailed to you

Staff Contact:

*City Recorder, Kitty Vodrup – 541-998-2153
City Hall – 680 Greenwood Street, PO Box Junction City, OR 97448*

(August 2016)



CITY OF JUNCTION CITY

HOME OCCUPATION PERMIT APPLICATION

ANY FALSE OR MISLEADING INFORMATION OR THE OMMSSION OF ANY REQUIRED INFORMATION IN THIS APPLCIATION ARE CAUSE FOR DENIAL OF THE APPLICATION. HOME OCCUPATION PERMITS WHICH HAVE ALREADY BEEN GRANTED CAN BE TEMPORARILY REVOKED OR SUSPENDED.

Applicant	
Applicant's Name:	
Physical Address:	
Mailing Address (if different from physical address):	
Phone #:	Email:

Home Occupation Information			
Describe the Home Occupation:			
Dwelling Square Footage (ground floor only)	Sq. Ft.	Area to be Used for Home Occupation	Sq. Ft.
Will the Home Occupation occupy less than 25% of the ground floor of the residence? Provide a drawing of the ground floor with dimensions. Shade area to be used for Home Occupation.			Yes No
Will Home Occupation involve use of heavy equipment, power tools, power sources, hazardous materials or other equipment or materials that result in noise, vibration, smoke, dust, odors, heat, traffic, parking or other conditions that exceed in duration or intensity conditions normally produced by a residential use?			Yes No
Number of commercial and courier pick-ups and deliveries per day (in addition to daily mail service)			
Will customers visit the dwelling? (If yes, please answer the 3 questions below, if not skip the 3 questions)			Yes No
	If there will be customers visiting the dwelling, estimate the number per day:		
	If there will be customers visiting the dwelling, estimate the number visiting at the same time:		
	If there will be customers visiting the dwelling, list the business hours:		
Will the Home Occupation be conducted entirely within the residence?			Yes No
Will the Home Occupation be conducted by family members occupying the residence?			Yes No
Will the Home Occupation be conducted using employees, servants or other persons engaged to work?			Yes No
Will the residential character of the home be maintained?			Yes No
Will there be outside storage?			Yes No
Will there be additional vehicle traffic?			Yes No
Will there be changes to the structure? If yes, check all that apply: Building <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Signage <input type="checkbox"/>			Yes No
<p>I agree to comply with Junction City Municipal Code 17.05.020 and understand the City may revoke/deny my Home Occupation Permit should I fail to comply. If found to be out of compliance, I may be required to discontinue my Home Occupation business until it is once again in compliance. I understand that other permits may be required by the Fire District &/or Building Department whether I need a Home Occupation permit or not. Information provided in this application is true & accurate to the best of my knowledge.</p>			
Signature of Applicant _____			Date _____

