



**CITY OF MYRTLE POINT
PLANNING DEPARTMENT
HOME OCCUPATION PERMIT APPLICATION
424 Fifth Street, Myrtle Point, Oregon 97458**

Section 2.3.060 Home Occupations of the City of Myrtle Point Development Code, permits Home Occupations by right in certain zones, provided business owners meet the standards of Section 2.3.060. 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.

Applicant's/Authorized Agent's Name/address:

Business Name (if any):

Property Owner's Name/address (if different):

Property Zoning Designation:

Property Owner's Phone (if different):

1.) Home Occupation Description

Please Describe the type of business, trade, service, industry, office, or occupation that will be conducted.

2.) Location

a.) Where will the home occupation be conducted?

Home Office Garage Accessory Structure Other, please describe

b.) What is the total square footage of the location listed above?

c.) How many square feet of the location listed in 2.a. will be utilized for the home occupation?

d.) Will there be any structural (either internal or external) alterations at the location listed in 2.a. to accommodate the home occupation? If yes, please describe below. Please note, Section 2.3.060.D.1.b, states, *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.*

Yes

No

e.) Is there any proposed signage for the home occupation? If yes, please describe below. Also note, Section 2.3.060.D.4, states, *Advertising and Signs: Signs shall not exceed a total of four (4) square feet of surface area on each side of one or two faces.*

Yes

No

3.) Storage, Materials, and Equipment

a.) Where will equipment, materials, and or products be stored? Please reference, Section 2.3.060.2, Storage, for specific storage requirements.

b.) What type of equipment and/or materials will be used for this Home Occupation?

4.) Deliveries

If deliveries will be made to the premises, how often and by what means will they be delivered? Please note, Section 2.3.060.5.b, states, *there shall be no commercial deliveries during 9:00 p.m. to 7:00 a.m.*

5.) Parking and Traffic

Are there any commercially licensed vehicles to be associated with this Home Occupation? If yes, please state how many and describe the vehicles below. Please note, Section 2.3.060.5a, states, *not more than (2) commercially licensed vehicles associated with the home occupation are allowed at the home occupation site. Vehicles shall be of a size that would not overhang into the public right-of-way when parked.*

Yes

No

Applicant's Statement:

I/we certify that the above is true to the best of my/our knowledge and belief. If there are any changes to this proposal, I/we will notify the City of Myrtle Point Planning Department. I/we have read the provisions of the Home Occupation regulations and certify that the proposed Home Occupation complies with the standards established in Section 2.3.060 *Home Occupation*, of the City of Myrtle Point Development Code, unless otherwise stated in this application. I/we understand that this is an application for a Home Occupation and that additional permits for State or Federal agencies may be required. I/we acknowledge that it is my/our responsibility to determine and acquire additional permits that may be required.

Applicant's/Authorized Agent's Printed Name:

Applicant's/Authorized Agents Signature:

Date:

Property Owner's (if different) Printed Name:

Property Owner's (if different) Signature:

Date:

***If more space for signatures is needed, please attach an additional signage page.**

For Office Use Only

Required fee: _____

Amount paid: _____

Receipt Number: _____

Date Paid: _____