

What do I do if I have more questions?

Contact the Planning Counter.

Staff is available from 7:30 a.m. to 4:30 p.m. Monday through Friday except holidays and will be happy to discuss your project with you. The Planning counter is located in the Community and Economic Development Department on the 4th floor of City Hall, 12725 SW Millikan Way.

The instructions contained within this brochure are not intended to replace the regulations found in the City Development Code (Ord. 2050). Home Occupation regulations may be found on the City web site (www.beavertonoregon.gov) or may be obtained at the Planning Counter.

City of Beaverton

**Community and Economic
Development Department
Planning Division
12725 SW Millikan Way
Beaverton, OR. 97076**

Phone: 503-526-2420
Fax: 503-526-2550
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Home Occupation

Development Assistance

Community Development Department

Planning Division

12725 SW Millikan Way

PO Box 4755

Beaverton, OR. 97076

Tel: (503) 526-2420

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Home Occupation

Does my business need a Home Occupation permit?

Anyone who runs a business from their home within the city limits of Beaverton is required to have a valid Home Occupation permit. Depending on the type of home business you wish to operate, this permit will be obtained either through the Community Development Department or through the Finance Department and does not need to be renewed. In addition to the Home Occupation permit, you will be required to obtain and maintain a valid City of Beaverton business license. Please contact the Finance Department at (503) 526-2255 for more information about business licenses.

What does a Home Occupation permit allow me to do?

If approved, your home occupation permit will allow you to conduct business from your home and may allow limited customers, deliveries, employees and signage in conjunction with the home occupation. Your home occupation permit **does not** allow you to change your home into a commercial business and **does not** allow any signage other than a small, 2 square foot nameplate mounted on the outside wall of the house.

What are the different types of Home Occupations?

Home Occupation One

This permit is obtained through the Finance Department and is required when one or more of the following apply:

- No clients or customers will visit the premises
- No outside volunteers or employees who do not reside on the premises will be employed
- The exterior of the residence will not be altered
- Minimal or no deliveries and/or pick-ups to and from the premises will be required. (**See Development Code Section 40.40.15.1.A.4 for details**).

Home Occupation Two

This permit is obtained through the Community Development Department and is required when one or more of the following apply:

- No more than eight (8) daily customers or clients will visit the premises
- A maximum of one (1) volunteer or employee who is not a resident on premises is employed
- Exterior alteration to the residence is required
- On-site parking is required for customers, clients, or employees
- Up to two (2) daily trips for delivery and/or pick ups to and from the residence will be required (**See Development Code Section 40.40.15.2.A.6 for details**)

Are there any exemptions to the permit requirement?

There are certain situations which do not require a Home Occupation permit (**BDC 40.40.10**). Those situations are:

1. Garage, Yard, or Estate sales from the site that occur for no more than three (3) consecutive days on not more than two (2) occasions during a calendar year
2. Production of produce or other vegetative agricultural products grown on the premises. However, the temporary or seasonal sale of these products is subject to a Temporary Use permit.

Are there any prohibited Home Occupations?

Prohibited Home Occupations include:

1. Any use not conducted within a wholly enclosed building.
2. Automotive services, Major or Minor.
3. Junk and Salvage Operations.
4. Storage or sale of fireworks.
5. Any use that consists of the manufacturing, processing, generation, or storage of materials that constitute a fire, explosion, or health hazard, as defined by the Building Code, Fire Code, or both.