



# City of Happy Valley Home-Based Businesses Questionnaire

Please complete the following for all home-based businesses and submit with your Business License application. The following will determine if the home-based business is allowed and if the business requires approval at a public hearing. The applicable standards are identified in 16.69.020 of the [Land Development Code](#). You may contact the Planning Division with any questions at 503.783.3800.

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Site Address: \_\_\_\_\_

Business Description: \_\_\_\_\_

## **GENERAL**

**YES NO**

1. Does the business use more than 50% of the gross floor area of the home?  YES  NO
  - a. Square Footage of Business + Business Storage: \_\_\_\_\_
  - b. Square Footage of Home + Garage + Accessory Structures: \_\_\_\_\_
  - c. Percentage of Home Used for Business (line a divided by b): \_\_\_\_\_

*Up to 50% of the combined total square footage of a residence/garage/shed structure may be used for the home-based business.*
2. Do you store any items for your home business outside?  YES  NO  
*No exterior storage of materials, except for play areas associated with licensed daycare providers, is allowed.*
3. Does the indoor storage of materials comply with building, health, and housing codes?  YES  NO  
*The indoor storage of materials or products must comply with building, fire, health, and housing codes.*
4. Are there any exterior signs which identify the property as a business location?  YES  NO  
*No exterior signage which identifies the property as a business is allowed, except licensed daycare providers.*
5. Will any structural alterations to your home or garage create a commercial space?  YES  NO  
*The business may not change the Oregon Residential Specialty Code occupancy classification of any portion of the home.*
6. Does the business produce noise, vibration, smoke, dust, odors, heat, or glare noticeable at or beyond the property line?  YES  NO  
*The business may not cause offensive noise, vibration, smoke, dust, odors, heat, or glare noticeable at or beyond the property line.*
7. Will there be on-site sales of items that are not incidental to a service being provided?  YES  NO  
*On-site retail sales are prohibited, except for the sale of items that are incidental to an allowed use.*  
Service Provided: \_\_\_\_\_ Items Being Sold On-Site: \_\_\_\_\_
8. Will more than three clients/customers have associated with all businesses onsite visit the property within a 24-hour period?  YES  NO  
*No more than three clients or customers may visit the property per day, except licensed daycare providers & residential care homes.*

**EMPLOYEES**

**YES NO**

9. Do any employees or volunteers live outside the home and travel to the home for business activity or employment purposes?    
*Volunteers/employees who do not live onsite may not travel to the home for business activity, other than residential care homes.*
10. Do any employees or volunteers pick up or deliver items to the site?    
*Volunteers/employees who do not live onsite may not travel to the home for business activity, other than residential care homes.*
11. Do employees or volunteers assemble onsite for instruction or dispatch?    
*Volunteers/employees who do not live onsite may not travel to the home for business activity, other than residential care homes.*

**VEHICLES/PARKING AND TRAFFIC**

**YES NO**

12. Will any commercial vehicles be parked on site (excludes small cars, trucks, SUVs)?    
*No commercial vehicles associated with the business are allowed onsite. Commercial vehicles include those that are designed or used primarily for the transportation of property for compensation or profit, including dump trucks, tractor-trailers, large commercial trailers, larger tow trucks, flat-bed trucks, larger box vans, vehicles with a gross vehicle weight rating or combination weight of 26,001lbs or more, vehicles designed to transport 16 or more persons, and vehicles designed to transport hazardous materials regardless of weight. Excludes fire trucks, emergency vehicles, motor homes and recreational vehicles operated solely for personal use, as well as SUVs, oversized pick-up trucks.*
13. Will vehicles associated with the business block the sidewalk?    
*No blocking the sidewalk is allowed.*
14. Will there be deliveries by large trucks or large commercial vehicles?    
*Deliveries are limited to delivery trucks typically found in a residential area, such as the United States Postal Service, UPS, Federal Express, messenger services, etc.*
15. Will there be business deliveries during the hours of 10:00 p.m. and 7:00 a.m.?    
*No commercial vehicle deliveries are allowed between 10:00 p.m. and 7:00 a.m.*

**SPECIAL USES**

**YES NO**

16. Are any of the following proposed?    
  - Auto-body repair and painting
  - Auto sales
  - On-going mechanical repair conducted outside of an entirely enclosed building
  - Junk and salvage operations
  - Storage and/or sale of fireworks
  - Ambulance service
  - Animal hospital or veterinary services
  - On-site retail sales, except that the sale of items that are incidental to services provided onsite
  - Marijuana production, processing, wholesaling, and retailing*The above uses are not allowed.*
17. Does the business include sales of food or food product(s)?    
If so, are all food or food products sold grown onsite?    
*Produce or food products grown on the premises are allowed.*
18. Is the business a daycare provider?    
If so, is the business licensed by the State of Oregon?

**YES**      **NO**

If so, will care be provided for 12 or fewer?

    

Maximum Number of Children: \_\_\_\_\_

*Daycare must be licensed by the State of Oregon.*

19. Is the business a residential home?

    

If so, is the business licensed by the State of Oregon?

    

If so, will care be provided for 5 or fewer?

    

Maximum Number of Beds/Residences: \_\_\_\_\_

*Residential homes must be licensed by the State of Oregon.*

20. Is there any additional information you would like to provide?

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*Thank you for submitting your application! The Planning Division will contact you with any additional questions or to notify you of any concerns.*