



# HOME OCCUPATION PERMIT APPLICATION

For New and Renewal Home Occupation Permits

22560 SW Pine Street Sherwood, OR 97140  
503.925.2308 [planning@sherwoodoregon.gov](mailto:planning@sherwoodoregon.gov)

## HOME OCCUPATION SUBMITTAL REQUIREMENTS

Home Occupations are regulated to ensure that they do not alter the residential character of the neighborhood, nor infringe upon the rights of nearby residents to the peaceful enjoyment of their neighborhood and homes.

Submit a complete Home Occupation Application Form and Supplemental Home Occupation Questionnaire Form (on the backside) for City Review. The City will make an initial determination if the Home Occupation application requires a permit based on the answers provided on the questionnaire. The City has the right to require proof of compliance with home occupation criteria listed in SZDC 16.42. The City may require a site inspection for any proposed Home Occupation. If the City determines that a Class A Permit is required, there is a \$50 fee for new permits and \$25 fee for annual renewals.

## BUSINESS INFORMATION

Sherwood Business License # (if known): \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address:  Same

\_\_\_\_\_  
\_\_\_\_\_

Describe your business: \_\_\_\_\_

## AUTHORIZING SIGNATURE

I affirm that the information submitted with this application is correct to the best of my knowledge.

I further acknowledge that I have read the applicable standards for review of the land use action I am requesting (Sherwood Zoning and Community Development Code 16.42) and understand that I must demonstrate to the city review authority compliance with these standards prior to approval of my request. A site inspection may be conducted by the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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SUPPLEMENTAL HOME OCCUPATION QUESTIONNAIRE FORM

**HOME OCCUPATION GUIDELINES**

- A home occupation can have no more than 2 employees/volunteers.
- A home occupation may not occupy more than 25% of the total floor area of all habitable buildings on the property including customary accessory dwellings. However, home occupations in Old Town Overlay may occupy up to 50% of entire floor area.
- Exterior signs must be non-illuminated and cannot exceed 1 square foot. In addition to signs permitted for home occupation one (1) non-illuminated, attached, exterior sign, up to a maximum of nine (9) square feet in surface area, may be permitted for each approved home occupation in the Old Town Overlay per section 16.162.070.E.
- Storage of materials on the premises shall be screened entirely from view of neighboring properties by a solid fence. Exterior/outside storage of materials shall not exceed five percent (5%) of the total lot area and shall not encroach upon required setback areas of the zone.

**SUPPLEMENTAL QUESTIONNAIRE**

(If you have any questions while filling out this form, please contact the planning department at 503.925.2308 or [planning@sherwoodoregon.gov](mailto:planning@sherwoodoregon.gov).)

1. Does your home occupation area occupy more than 25% of your total floor area?  YES  NO

**IF YES:** is your home occupation in the Old Town Overlay?  YES  NO

2. Will there be an exterior sign advertising the business?  YES  NO

3. Will materials be stored outside the dwelling?  YES  NO

**IF YES:** 1. What is the square footage of materials stored? \_\_\_\_\_  
2. What is the square footage of the entire property? \_\_\_\_\_  
3. Are the materials screened from neighboring properties by a solid fence?  YES  NO

4. Will there be commercial pick-up and/or deliveries to the residence?  YES  NO

**IF YES:** How many per day or week? \_\_\_\_\_

5. Does your business have any additional volunteers/employees?  YES  NO

**IF YES:** 1. How many volunteers/employees will be onsite? \_\_\_\_\_  
2. Is there adequate parking for volunteers/employees?  YES  NO

OFFICIAL USE ONLY				
<input type="checkbox"/>	CLASS A (\$50 Annual Permit Fee)	<input type="checkbox"/>	CLASS B (No Permit Fee)	
Date: _____	File No.: _____	Fee Paid: _____	Receipt No.: _____	Approval Initials: _____