



# COMMUNITY DEVELOPMENT

## HOME BASED BUSINESS APPLICATION

Type I       Type II

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### Contact Information

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

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

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

ePlans Submitter: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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### Property Information

Site Address: \_\_\_\_\_ Tax map & lot number: \_\_\_\_\_

Comprehensive Plan Designation: \_\_\_\_\_ Zoning District: \_\_\_\_\_

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### Proposal

Square footage of primary residence: \_\_\_\_\_

Portion of residence used for business: \_\_\_\_\_

Description of business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct. I authorize City of Bend staff and/or Hearings Body to enter the property for inspection of the site in conjunction with this land use application.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

All plans must be submitted electronically. Please complete this application, save it to your computer, and e-mail it to [BendPlanning@bendoregon.gov](mailto:BendPlanning@bendoregon.gov). Once the application is received by the City and entered into our system, you will receive emailed instructions on how to upload your application materials to the City's ePlans electronic permitting system. Application fees may be paid in person or mailed to the City of Bend Permit Center, 710 NW Wall Street, Bend, OR 97703. Credit card payments may also be made by phone after you receive the eplans upload request. Call the Planning Division at (541)-323-8551 to pay with a credit card.

**Site Plans & Maps:**

- Show all structures
- Show existing and proposed parking

**Floor Plans** – Show entire floor plan including garage and specify which portions of the residence are used in conjunction with the business

**Narrative Describing Business** – Include hours of operation, number of employees, etc.

**Proof of Residency** – provide one copy of at least two of the following documents:

- voter registration;
- Oregon driver's license or Identification Card;
- federal income tax return from most recent tax year (page 1 only with financial data redacted)

### BEND DEVELOPMENT CODE SECTION 3.6.200 (N) STANDARDS FOR HOME BASED BUSINESS

N. Home Business. The purpose of this subsection is to support those who are engaged in small business 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 primary dwelling unit or in an approved accessory structure or accessory dwelling unit. More than one home business may be operated on site provided the home businesses comply with the following standards cumulatively. There are three classes of home businesses.

1. General Operational Standards. All home businesses must meet the following operational standards:

- a. The home businesses must be owned and/or operated by a resident of the home business site.
- b. The primary use of the dwelling unit must remain residential.
- c. The home business, except for outdoor storage, must be conducted wholly within lawfully built, enclosed structures and in such a manner as not to give an outward appearance of a business. For outdoor storage, see subsection (N)(1)(d) of this section.
- d. Outdoor storage, including but not limited to inventory, supplies, or equipment, must be completely screened behind a sight-obscuring wall or fence or within an enclosed structure so that the products, equipment or materials are not visible from the public right-of-way or abutting properties or common areas.

- e. The home business must not result in any alterations or additions to a structure that will change its primary use or Building Code occupancy classification.
- f. A maximum of two personal motor vehicles and/or trailers owned or leased by the residents and used in conjunction with a home business may be parked outdoors. Any additional motor vehicles and/or trailers utilized for a home business must be parked inside a lawfully built, enclosed structure. The motor vehicles must not exceed 14,000 pounds GVW. No commercial motor vehicle as defined in ORS 801.208 is permitted as part of a home business.
- g. One nonilluminated wall or window sign limited to two square feet in area and located on or below the first story at a maximum height of 14 feet is permitted. No other building or freestanding signs as exempted in [BC 9.50.050](#) are permitted.
- h. The home business must not involve any use prohibited under subsection (N)(6) of this section.
- i. The home business must not produce radio or TV interference, glare, dust, vibration, smoke or odor beyond allowable levels as determined by local, State or Federal standards or that can be detected beyond the property line.
- j. The home business must comply with the daytime and nighttime noise levels set by the [BC 5.50.020](#), as measured at the property line.

**Type I A Type I home based business is intended to have minimal impact to the existing neighborhood and shall meet the following operational criteria:**

- 2. Class A Home Business. A Class A home business is one where the residents use their home as a place of work and no nonresident employees nor clients/customers come to the site. Class A home businesses also provide an opportunity for the residents to use their home as a business address but not as a place of work, for professions where the work is performed online or done at other locations.
  - a. Review Procedure. Class A home businesses are considered permitted accessory uses. No land use approval is required.
  - b. A Class A home business is intended to have no or negligible impact to the existing neighborhood and must meet the general standards of subsection (N)(1) of this section and the following standards:
    - i. Only the residents of the dwelling unit participate in the home business on site.
    - ii. No nonresident employees nor clients/customers come to the home business site.
    - iii. There are no restrictions on business hours.
    - iv. There is no outward indication of business activity.
    - v. No more than 25 percent of the dwelling unit, including the floor area of garages, accessory structures and an ADU, may be utilized for all home business uses.
- 3. Class B Home Business. A Class B home business is one where the residents use their home as a place of work and involves a limited number of nonresident employees and/or clients or customers coming to the site.

- a. Review Procedure. A Class B home business is subject to the Type I procedures outlined in [BDC Chapter 4.1](#), Development Review and Procedures.
- b. A Class B home business is intended to have minimal impact to the existing neighborhood and must meet the general standards of subsection (N)(1) of this section and the following standards:
  - i. Only the residents of the home and one nonresident employee can participate in the home business. Off-site employees are permitted.
  - ii. Clients or customers are only permitted at the home business from 8:00 a.m. to 7:00 p.m. Monday through Friday and 10:00 a.m. to 4:00 p.m. Saturday and Sunday.
  - iii. The home business site can accommodate parking for the total number of nonresident employees, clients, and customers on site during the largest shift, in addition to the required parking for the primary dwelling unit. On-site parking and on-street parking credit must comply with [BDC 3.3.300](#). Tandem parking is permitted.
  - iv. No more than 25 percent of the dwelling unit, including the floor area of garages, accessory structures and an ADU, may be utilized for all home business uses.
  - v. A Class B home business is not permitted on a site with a Type II short-term rental.

**Type II A Type II home based business exceeds the standards for a Type I home based business and shall meet the following operational criteria:**

4. Class C Home Business. A Class C home business is one where the residents use their home as a place of work and the scope of the business activities exceeds the standards for a Class B home business.
  - a. Review Procedure. A Class C home business is subject to the Type II procedures outlined in [BDC Chapter 4.1](#), Development Review and Procedures.
  - b. A Class C home business is intended to have minimal impact to the existing neighborhood and must meet the general operational standards of subsection (N)(1) of this section and the following standards:
    - i. Only the residents of the home and up to three nonresident employees can participate in the home business. Off-site employees are permitted.
    - ii. Clients or customers are only permitted at the home business from 8:00 a.m. to 7:00 p.m. Monday through Friday and 10:00 a.m. to 4:00 p.m. Saturday and Sunday.
    - iii. The home business site can accommodate parking for the total number of nonresident employees, clients, and customers on site during the largest shift, in addition to the required parking for the primary dwelling unit. On-site parking and on-street parking credit must comply with [BDC 3.3.300](#). Tandem parking is permitted.
    - iv. A Class C home business is not permitted on a site with a Type II short-term rental.
5. Exemptions. Garage, yard, or estate sales not to exceed three consecutive days three times per calendar year.
6. Prohibited Uses. The following uses are prohibited as home businesses:

- a. Any business utilizing the residence as a headquarters or dispatch centers where employees come to the site and are dispatched to other locations.
  - b. On-site retail sales, except that the sale of items that are incidental to a permitted Class B or C home business are allowed. For example, the sale of lesson books or sheet music by music teachers, art or craft supplies by art or craft instructors, computer software by computer consultants, and similar incidental items for sale by a home business are allowed.
  - c. Ambulance service.
  - d. Animal hospital, veterinary services, kennels or daytime or overnight animal boarding.
  - e. Any business involving repair, reconditioning, after-market modification or customization, sales or storage of motorized vehicles, boats, recreational vehicles, airplanes, or large equipment on site.
  - f. Marijuana businesses.
7. Enforcement. The Planning Director or designee may visit and inspect the site of a home business in accordance with this chapter periodically to ensure compliance with all applicable regulations, during normal business hours, and with reasonable notice. Code violations will be processed in accordance with [BDC Chapter 1.3](#), Enforcement.