



City of Florence

Home Occupation Application

(Required in Addition to Business License Application)

City Hall ~ 250 Hwy 101, Florence, OR 97439
(541) 997-3437 – www.ci.florence.or.us

Please see reverse for home occupation definition and general rules.

Property Owner Information

Name:			
Mailing Address:		City, State, Zip:	
Phone:		Email:	
Please submit written permission from property owner if different than business owner.			

Please answer the following questions

Will any of your employees live outside of the home?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes... The business does not qualify as a home occupation. Please see the Planning Department to ensure adequate zoning.		
Please describe the type of material or mechanical equipment used:				
Will you have customers come to your house?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, how many on average?	Per Day:	Per Week:
Will commercial vehicles delivery materials to or from the premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If so please explain:		
Will you have outdoor storage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes... The business does not qualify as a home occupation. Please see the Planning Department to ensure adequate zoning.		
Will you utilize a sign for your business?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes... Please check with the Building Department concerning sign permit requirements.		
Will you be using your garage or building an additional structure for the business?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes... Please check with the Planning Department concerning parking and zoning requirements.		
Do you plan to change the exterior of the building to accommodate your business?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes... Please describe in detail:		
Will your business require additional utilities or public services beyond that of a normal home?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes... Please describe in detail:		

- I certify that the above information is correct.
- I certify that I will contact the City of Florence should any of the information listed above change.

Name of Applicant:		Applicant Signature:		Date:	
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**** ALL FEES ARE NON-REFUNDABLE ****



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Home Occupation Information

Home Occupation Applications are reviewed by the Planning Department to ensure that the business is allowed in the particular zone and will not detract from the residential feel of the neighborhood. For more information on Home Occupation provisions see the City Code Excerpt Below...

FCC 10-1-4:

HOME OCCUPATION

Any use customarily conducted entirely within a dwelling or accessory building and carried on by the inhabitants thereof, which use is clearly incidental and secondary to the use of the structure for dwelling purposes and which does not change the character thereof or does not adversely affect the uses permitted in the district of which it is a part.

Home occupations are permitted by this Title, provided they conform with the following criteria:

- A. No employment of help other than the members of the resident family.
- B. No use of material or mechanical equipment that is inconsistent with the residential character of the neighborhood.
- C. No sales of products or services not produced on the premises.
- D. The use shall not generate pedestrian or vehicular traffic beyond that normal to the district in which it is located.
- E. It shall not involve the use of commercial vehicles for delivery of materials to or from the premises.
- F. No storage of materials/supplies outdoors.
- G. It shall not involve the use of signs and/or structures other than those permitted in the district of which it is a part.
- H. In no way shall the appearance of the structure be so altered or the conduct of the occupation within the structure be such that the structure may be reasonably recognized as serving a nonresidential use (either by Home Occupations color, materials, construction, lighting, signs, sounds, noises or vibrations).
- I. There shall be no use of utilities or community facilities beyond that normal to residential purposes.