



Application For Business License

Business Name: _____ Business Phone #: _____

Website: _____ Cell Phone #: _____

Business Email: _____ Fax #: _____

Street Address of Business Location : _____

Is this a residence?: Y/N Type of Business: _____

Detailed Description of Business: _____

Independent Contractor?: Y/N State License #: _____ Sale of Alcohol?: Y/N

A temporary business: Y/N Going door to door, or passing out flyers?: Y/N

If "yes" for how long: _____

Business Owner Name: _____ Drivers Lic. # or FID#: _____

Owner Phone #: _____ Email Address: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Emergency Contacts: (Applicable to businesses inside city only)

Alarm Company: Y/N Name: _____ Phone #: _____

Property Owner: Name: _____ Phone #: _____

Local – Manager: Name: _____ Phone #: _____

Person with Bldg Access: Name: _____ Phone #: _____

Additional Fees May Apply for the following

(Please initial the applicable items)

1. _____ Home Occupation – I have read and understand the rules and regulations for running a business out of my home. I also understand that a fee of \$146 is due at the time this application is approved.

***The foregoing shall be deemed conditions of this permit:** Applicant shall adhere to all requirements as outlined in the CPMC 17.60.190. It is also the applicant's responsibility to check for compliance with CC&R's, if any apply.*

2. _____ Background Check - I understand that a background check may be required and a fee of \$10 is due at the time this application is approved.

3. _____ Sale of Alcohol – I understand that sale of alcohol has to be approved through the City Council and the OLCC Board, and a fee of \$100 is due at the time this application is approved.

4. _____ Temporary License – I understand that a separate permit is required as well as a City Business License with a fee of \$15 per person, \$25.00 per month for upto 60 day's due at the time this application is approved. **A copy of a state issued ID will need to be given at the time application is submitted.**

Sign: **X** _____ Date: _____

Office Use Only

Please make checks payable to:
City of Central Point
140 So. 3rd St
Central Point, OR 97502
541.664.3321
www.centralpointoregon.gov
Fax # 541.664.6384

Fees are calculated per number of employees:

Application Fee	<u>\$25.00</u>
Base fee (includes first 2 employees)	_____
Number of employees (after the first 2) _____ x \$5.00 =	_____
Total additional fees	= _____
	Total Due = _____

Total Due not to exceed the maximum of \$200.00 (does not include any additional fees)

Customer Account #: _____ Application # _____ Date Paid: _____

License #: _____ Springbrook Lot# _____ Receipt #: _____

City of Central Point, Oregon
140 S 3rd Street, Central Point, OR 97502
541.664.3321 Fax 541.664.6384
www.centralpointoregon.gov



Community Development
Tom Humphrey, AICP
Community Development Director

Written Authority of Property Owner

I, _____, am the owner of the real property identified by the Jackson County Assessor as Map _____, Tax Lot(s) _____, located at the address of _____ in the City of Central Point, Oregon.

This authorization is given to _____ to conduct _____ (type of business) upon my said property with my full consent.

Printed Name: _____

Signature: _____

Date: _____

HOME OCCUPATION PERMIT
CITY OF CENTRAL POINT



Purpose and Scope: The home occupation permit is intended to provide a limited service-oriented business activity which is conducted in such a manner that the residential character of the building and the neighborhood is preserved.

Permit Transfers: No permit for a home occupation shall be transferred or assigned, nor shall the permit authorize any person other than named therein to commence or carry on the occupation for which the permit was issued.

Permit Required: The City Manager, or his designate, shall issue a home occupation permit if, and only if, he finds that all of the following criteria are, and will be met by the individual applicant. The permit may include conditions setting and expiration date, requiring periodic review and renewal, requiring the applicant to sign an acknowledgment of the conditions, or other conditions specifically dealing with the property use involved, where such conditions are found to be reasonably necessary to maintain the criteria herein mentioned.

Criteria: The proposal must conform to the following standards and criteria:

1. The home occupation must be conducted solely within the confines of an accessory structure or the main dwelling, and if within the main dwelling, the home occupation shall not exceed ten percent of the total floor area;
2. Carports shall not be used for the home occupation. A portion of a garage may be used for the home occupation only if the applicant can show that there will be no resulting loss in the number of required off-street parking spaces;
3. No signs associated with such a use shall be permitted.
4. The occupation shall be conducted by a member or members of the family residing on the property as an incidental use to the primary residential use. No additional person or persons shall be employed;
5. In conducting the home occupation, no mechanical or electronic equipment shall be used if such equipment makes a noise so loud, unusual, or penetrating as to cause discomfort or annoyance to adjacent residents. No such noise shall be perceptible on any adjacent property;
6. The home occupation shall not have utility services other than those required for normal residential use;
7. There shall be no entrance or exit specifically provided in the dwelling or on the premises for the conduct of the home occupation;
8. The home occupation shall not encourage customer or client visits to the dwelling that would result in neighborhood vehicular traffic levels above those levels generated by the residential uses (10 trips per day);
9. The electrical, plumbing, or structural elements of the dwelling shall not be significantly altered in order to accommodate the home occupation;
10. The yards, landscaping and exterior of the structure shall not be altered from their residential character in order to make the site appear to be a commercial business.

Revocation:

This permit may be revoked by the City Manager for any conditions imposed or authorized, or when it has been found that the occupation is being carried out by a person other than that named on the permit. The City Manager, before revoking a permit, shall give the permitted reasonable notice and an opportunity to be heard.

Appeal:

Any applicant or affected or concerned property owner has the right to appeal the decision of the City Manager or his designate, to the Planning Commission, in the manner provided by section 17.60.170 of the Central Point Municipal Code.

Existing

Uses:

Persons engaged in home occupations lawfully in existence on residentially-owned premises on the effective date of this amendment may continue to thus operate but shall be required to secure a permit hereunder, and any such activity, use or accessory sign, device or structure, or part thereof, which does not conform to this section shall not be permitted to expand or enlarge and shall be removed or terminated upon (1) change of use or ownership of the premises; or (2) written complaint of adjacent property owners, after due notice and hearing, if the City Manager finds that the interference with the use and enjoyment of the neighboring premises is such as to defeat the purpose of the zoning ordinance.