



HOME BUSINESS CERTIFICATION FORM

Pursuant to City of Pendleton Ordinance No. 3485 this is to certify and acknowledge that I (we) will be conducting a home business under the following limitations and restrictions to qualify my dwelling unit as a business location:

1. I, the owner, will comply with all requirements and regulations of the Zoning Code and the established criteria for a home occupation.
2. I will employ no persons other than the residents of the home;
3. I will not display a sign on the exterior of the home or within the yard announcing the business.
4. I will schedule and/or do not anticipate that no more than two clients or customers per day will visit the home.
5. The business will not occupy more than 400sqft of floor space within the home or garage.
6. I agree to keep all storage enclosed within the residence or an accessory structure.
7. Parking of all vehicles and equipment associated with the business shall be on the property and not on the street. I will supply a sufficient parking area and driveway that meets city standards for such vehicles.
8. The business hours of operation will occur no earlier than 7:00 a.m. or later than 8:00 p.m.
9. Deliveries to the property will occur in vehicles of two or less axles.
10. No equipment or process shall be used in such home occupation, which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot when conducted in a single-family residence.
11. The home occupation shall not be used as a headquarters for the assembly of employees or instructions or other purposes or for the dispatch of employees for work at other locations.
12. If operating a home food preparation business, I will contact or have contacted the Food Safety Division at (503) 986-4720.

If my business exceeds these criteria, it is understood that it will be considered a Home Occupation as defined in Ordinance No. 3485 and will be required to meet the criteria of Article 11.02 Home Occupations.

I have received a copy of this **certification form** and a copy of **Article 11.02 Home Occupations**, City of Pendleton Ordinance No. 3485 and understand the limitations and restrictions of conducting a home business in a dwelling unit.

I certify that the above statements are true and understand that the City of Pendleton may conduct an inspection(s) of the premises at a reasonable or agreed upon times to determine compliance with these standards. If any of the above conditions change, I will contact the Pendleton Planning Department.

Date: _____

Signature _____

Business Name _____

Business Address _____

Business Phone: _____