

STATEMENT OF COMPLIANCE  
FOR HOME OCCUPATION



BR# \_\_\_\_\_ - \_\_\_\_\_

CITY OF ROSEBURG  
900 SE DOUGLAS, ROSEBURG, OR 97470 (to be filed in addition to Business Registration Application)

Applicant _____	Phone (____) _____
Residence Address _____	
Business Name _____	
Type of Business _____	

Roseburg's Municipal Code (RMC) authorizes limited business activities within residential zones of the City. As defined by RMC 12.08.040(J) of the Ordinance, a home occupation is an occupation carried on within a dwelling by members of a family occupying the dwelling with no non-family employees performing work.

The authorization of a home occupation is supplementary to the Business Registration process. In addition to completing the Business Registration form, the applicant must certify compliance with the following conditions:

1. All aspects of a home occupation shall be contained and conducted within a completely enclosed building which shall be the same structure as the principal residence or an appropriate accessory building.  
**Please provide a site plan indicating where within the existing building(s) the home occupation use will occur.** (Attached to this form is an example of a Sample Site Plan for Home Occupation indicating what needs to be included when creating your own site plan for the City to review)
2. The occupation shall be a secondary use on the premises and shall occupy no more than 25% of the ground floor area of the principal residence, including an attached garage. The allowable floor area resulting from this calculation may be applied to any portion of the principal residence or an appropriate accessory building which is to be utilized for the home occupation.  
**Show dimensions of building(s) and provide square footage of home and business uses.**  
**Home square footage \_\_\_\_\_ Business square footage \_\_\_\_\_ Percentage used \_\_\_\_\_%**
3. No new construction that is undertaken for the express purpose of accommodating a home occupation shall be permitted. This restriction shall not apply to the removal of architectural barriers or construction undertaken to improve access for the handicapped.  
**Indicate on plan whether changes for handicapped accessibility is needed.**
4. There shall be no outside display or storage of merchandise or equipment on the premises.  
**Initial here to indicate you will have no outside display or storage \_\_\_\_\_**
5. A home occupation shall be primarily service oriented. Products made or sold shall be disposed of primarily by delivery from the premises to the homes of places of business or customers.  
**Describe how you deliver goods from your home occupation: \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_

6. Home occupations shall be allowed one non-illuminated sign, not to exceed one square foot in area, which identifies the nature of the occupation and the operator thereof. The sign shall not be located in any setback unless it is flat mounted and affixed to the structure.

**Will you place a sign on your property?**  No  Yes

7. No more than two off-site parking spaces may be used for the home occupation at any one time.

8. The home occupation shall not cause any external affect that will infringe in any manner upon the rights of neighboring residents to enjoy the peaceful occupancy of their homes. Such external effects may include, but are not limited to, increased noise, dust, smoke, objectionable odors, traffic congestion, excessive lighting or any effect which is in violation of the Roseburg Municipal Code or other applicable government codes.

**9. Sign below to indicate agreement**

This is to certify that I have read and understood the above-cited conditions for a Home Occupation in Roseburg and that my proposed activity will comply fully with those conditions, and will not result in the violation of the Roseburg Municipal Code or other applicable government codes. I also understand that authorization to conduct a Home Occupation may be revoked upon showing a failure to comply with the conditions of this statement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature (if applicable)

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Business Name: \_\_\_\_\_ BR# \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_  
Zoning

Conditions: \_\_\_\_\_

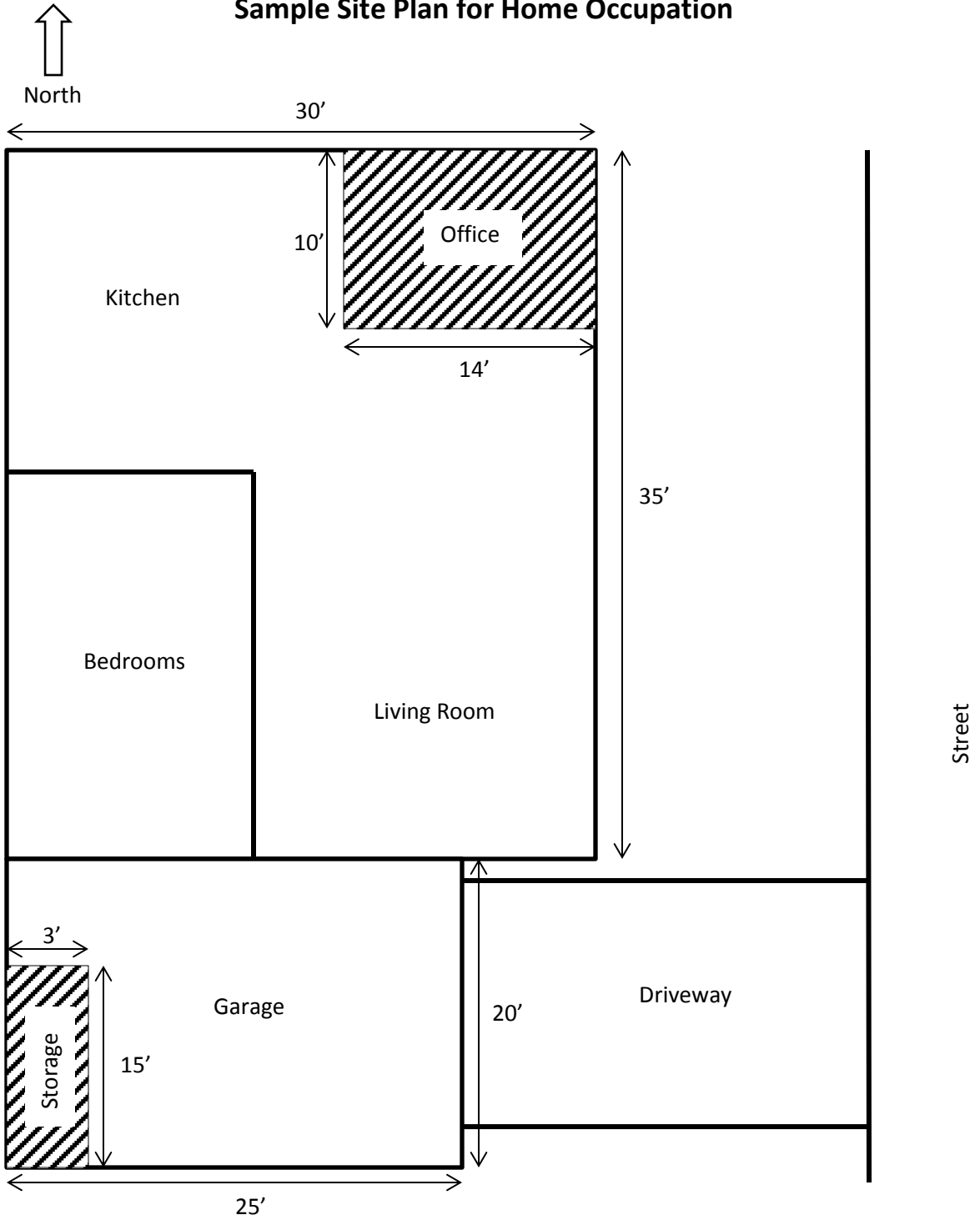
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Planner Signature

\_\_\_\_\_  
Date

# Sample Site Plan for Home Occupation



House Square footage: 1,550  
Home Occupation Sq. ft.: 185  
H.O. Percentage : 12%