



City of Medford
 Business Licenses
 200 S. Ivy Street, 2nd Floor
 Medford, Oregon 97501
 P: 541.774.2025 / F: 541.618.1726
 businesslicenses@cityofmedford.org

HOME-BASED LICENSE AGREEMENT

Business Name: _____

Address: _____

Home-Based License Required: The Building Director, or designee, shall issue a home-based license if, and only if, all of the following criteria are and will be met by the individual applicant.

1. Home-based business activities conducted at the authorized residential property shall be restricted to the interior of the dwelling unit or enclosed accessory structure.
2. Outdoor storage, including but not limited to trailers, inventory, supplies or equipment, visible from the public right-of-way or adjacent properties or common areas is prohibited.
3. Inventory stored on the residential premises shall not include flammable liquids, fireworks, explosives, ammunition, gunpowder or any "hazardous materials" as defined in the Oregon Fire Code adopted by the City.
4. Home-based business activities conducted at the authorized residential property must be conducted only by persons lawfully residing in the dwelling at the authorized residential property.
5. The home-based business site shall not be used as a location for employees to assemble.
6. Total residential and business motor vehicle traffic to and from the premises (deliveries or customers) shall not exceed an average of ten (10) trips per day during any five-day period. In no case shall the total residential and business motor vehicle traffic to and from the premises exceed sixteen (16) trips per day. Each departure from and each arrival at the premises shall be counted as a separate trip.
7. Repair, reconditioning, dismantling or storage of motorized vehicles, boats, recreational vehicles, or large equipment on the premises is a prohibited business.
8. Business signs shall not exceed six (6) square feet in area and an overall height of six (6) feet in the Single-Family Residential Zoning Districts. (SFR 2, 4, 6, 10) and the Multiple-Family Residential Districts - (MFR 15, MFR 20, MFR 30), shall not exceed two (2) signs per parcel. (See MMC 10.1022)(5).
9. I acknowledge that the property used for business is less than 10% of the total square footage of livable space, per 2022 OSSC 508.5. If more than 10%, additional requirements apply per 2022 OSSC 508.5-508.5.11.

Revocation: The home based business license may be revoked or denied by the Building Director upon the discovery of:

- (a) Any misrepresentation and/or any violation of the above conditions;
- (b) Any unlawful activity by the business;
- (c) Any lack of license or permit required by the City or any other government agency, and the business fails to obtain the license or permit and present satisfactory proof of the same within fifteen (15) business days after notice of such deficiency is mailed to the business; or
- (d) If the specified location, site and/or existing structure (if one is to be used) cannot lawfully be used for the conduct of the proposed activity.

If the license is revoked or denied, the applicant could be barred from conducting business within the City for one year from the date of the discovery of the violation or misrepresentation.

Appeal Pursuant to 8.033: In the event of a denial or revocation of a home based business license, the applicant will be notified in writing of the grounds supporting the proposed action. The applicant will then have ten business days to file an appeal notice with the City Recorder after which time the applicant will be notified of an appeal hearing. If the applicant would like to appeal the Building Director's decision, the applicant shall have the right to appeal to the City Manager (or designee) under the procedures outlined in Section 1.025 of the Medford Municipal Code.

I have read the above and agree to comply with the conditions stipulated.

 Signature

 Date