



### Automobile Sales Supplemental Questionnaire

*If your home occupation business includes automobile sales, please fill out this worksheet COMPLETELY on both sides, whether applying for the first time or submitting an annual renewal, and return it with your business license application.*

OCMC 17.04.580 defines the restrictions on home occupations as follows:

*"Home occupation" means an occupation carried on solely by the resident or residents of a dwelling unit as a secondary use, in connection with which no assistants are employed, other than residents of the home, no commodities are sold other than services, no sounds are heard beyond the premises, and there is no display, advertisement or sign board except such signs as by this title may be permitted in the district where the home or occupation is situated, including such occupations as lawyer, public accountant, artist, writer, teacher, musician, home office of a physician, dentist or other practitioner of any of the healing arts, or practices of any art or craft of a nature to be conveniently, unobstructively and inoffensively pursued in a residential dwelling or accessory building of a residence, and not more than one-half of the square-footage is devoted to such use. The business may have off-site employees or partners provided that they do not report for work at the subject residence. No outdoor storage of materials or commercial vehicles associated with the business shall occur on-site.*

A home occupation is a business carried on by the resident of a dwelling as a **secondary** use, with the activity conducted so that there is no audible, visual or other appearance of a business. No outdoor activities or on-site retail sales are permitted. The primary use must continue to be a residence. **Customers, business partners or employees are not allowed onsite for businesses purposes.** This means that the business must be conducted by the resident(s) and family members who **live** at the dwelling. In order to renew your business license, your home occupation statement must be reviewed annually.

Your signature below indicates that you have read and understand this worksheet, and that you agree to observe and comply with the restrictions for a home occupation defined in the Oregon City Municipal Code (see above).

Signature: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

**(Please complete reverse side)**

1. Which of the following describes your business (mark all that apply)?

- Buying, selling, brokering, trading, or exchanging vehicles either outright or by means of a conditional sale, bailment, lease, security interest, consignment or otherwise.
- Displaying a new or used vehicle, trailer, or semitrailer for sale.
- Acting as any type of agent for the owner of a vehicle to sell the vehicle or acting as any type of agent for a person interested in buying a vehicle to buy a vehicle.

Please provide additional information about the business if needed:

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2. What is the primary location of your business?

*Please note that ORS 822 requires that vehicles are sold and displayed for sale at an approved location. Oregon City zoning does not permit the direct sale or display of products from a residential property.*

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3. Where are vehicles for sale being stored? Please identify all locations where vehicles for sale are being stored.

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4. Are vehicles being displayed for sale? \_\_\_ Yes \_\_\_ No

If "Yes", please indicate where vehicles are being displayed:

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5. Where is the physical sale of the vehicle taking place (the location where the vehicle is physically exchanged from the seller to the buyer)?

*Please note that home occupations do not allow for direct retail sales from the home.*

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6. Is any part of the business conducted outdoors, or are any vehicles or equipment stored outdoors on the property associated with this home occupation? \_\_\_ Yes \_\_\_ No

*Please note home occupations do not allow for outdoor activities, including storage.*

If "Yes", please list the outdoor activities or uses.

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**NOTE TO NEW HOME OCCUPATION APPLICANTS:**

Completion of this worksheet and application for a business license does not imply approval of the home occupation. The business cannot begin until a City Business License has been issued. This form must be completed **ANNUALLY** in its entirety.

QUESTIONS? For assistance, please contact the Planning Division, at 698 Warner Parrott Road, Monday through Friday between the hours of 8:30AM and 3:30PM or call (503) 722-3789.

*THANK YOU FOR YOUR ASSISTANCE AND COOPERATION*