



**City of Gladstone**  
**Home Occupation Permit**  
18505 Portland Avenue  
Gladstone, OR 97027  
503-656-5225  
[www.ci.gladstone.or.us](http://www.ci.gladstone.or.us)

### **Home Occupation Permit Guidelines and Application**

The purpose of the Home Occupation Permit Application is to permit residents an opportunity to use their homes to engage in small-scale business ventures which could not be sustained if it were necessary to lease commercial quarters, or because the nature of the activity would make it impractical to expand to a full-scale enterprise. Home Occupation definition and requirements can be found in Chapters 17.06 and 17.78 of the Gladstone Municipal Code (GMC), located on the City's website at [www.ci.gladstone.or.us](http://www.ci.gladstone.or.us)

The City of Gladstone will mail this application form to the owners/residents located within 200 feet of the proposed home occupation at least 15 days before the City issues a decision on the application. A person may submit any comments or concerns regarding the application to the City in writing, including identifying the relevant requirement(s) of GMC 17.78.

Please fill out the application COMPLETELY and return it along with your business license application and applicable fees. Please return the applications, either in person or via mail, to:

**City of Gladstone**  
**Gladstone Business License**  
**18505 Portland Avenue**  
**Gladstone, OR 97027**

Address of Home Occupation: \_\_\_\_\_

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

Description of business (please describe in as much detail as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Applicant/Resident: \_\_\_\_\_

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

Email address: \_\_\_\_\_

***My signature below indicates that I have fully read and understand Chapter 17.78 of the Gladstone Municipal Code and the limitations on Home Occupations.***

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

Date: \_\_\_\_\_

*Completion of this application (along with the application for a business license) does not imply approval of the home-based business. The business cannot begin until a City Business License has been issued.*