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# HOME OCCUPATION APPLICATION

<b>FOR STAFF USE ONLY</b>	
Permit # _____	Fee \$ _____
Receipt # _____	
Business License Application Submittal Date: _____	
RECEIVED BY: _____(Initials) DATE: ____/____/____	

Site Address \_\_\_\_\_

Name of Business \_\_\_\_\_

## APPLICANT AND CONTACT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### If different from above

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

In addition to answering the questions below, provide a plot plan of your property (Can be obtained from city staff at the permitting center).

Please answer the following questions:

1. Do you (or anyone in the residence) currently have a Home Occupation approval? If yes, provide the permit number and a description of the business.  
 \_\_\_\_\_
2. Describe, in detail, your business. Include equipment used, materials stored on site, vehicles used, travel and delivery needs, etc. related to the business. Attach additional sheets if necessary. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. How many full-time residents work onsite? \_\_\_\_\_
4. How many nonresidents work onsite? \_\_\_\_\_
5. What is the total square footage of the residence, its garage, and all accessory structures? \_\_\_\_\_
6. Does the conduct of the business incorporate activity or equipment that could cause interference in radio or television equipment? Cause fluctuation in line voltages outside of the residence? Require the use of electrical service/consumption that exceeds typical residential use? \_\_\_\_\_  
 \_\_\_\_\_
7. What type of materials are stored on site? Are any of these materials flammable or considered hazardous? \_\_\_\_\_

8. Will the appearance of the residence be altered in anyway? If so describe the alterations to be done both to the interior and the exterior. \_\_\_\_\_
9. How many off street parking spaces exist (including the garage)? \_\_\_\_\_
10. Are there any direct sales of items from the residence? If yes, explain. \_\_\_\_\_
11. Do you plan to post a sign for the business? If yes, how large, and where will it be located? \_\_\_\_\_  
\_\_\_\_\_
12. How many vehicular trips per day, on average, are generated by the home occupation? This would include deliveries, customers, and a non-resident employee. A trip is defined by either arriving at, or leaving from. A vehicle showing up and then leaving is considered two (2) trips. \_\_\_\_\_  
\_\_\_\_\_
13. Are their vehicles used for this business? List the make, model, and gross vehicle weight. \_\_\_\_\_  
\_\_\_\_\_
14. Please provide any additional information you think would be helpful in evaluating your application. \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify the information provided on this permit application is true and correct.

Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_

Signature

Owner / Agent \_\_\_\_\_

Print

## Home Occupation Information

**What is a home occupation?** A home occupation is an economic enterprise operated within a residence or accessory structure (such as a garage) that blends in with the neighborhood. Examples include bookkeeping, crafts, office, daycare, teacher, accountant, catering, seamstress/tailor, professional services (manage, consultant, architect, etc.), instructor, word processing, and many others.

The home-based business may be conducted in a home or apartment you either own or rent. Contact the City at 425.744.6267 for a complete list of requirements and allowed types of home occupations.

**What do I need to do?** Complete this application and submit to City Hall, along with the review fee (a one-time fee). Once approved, apply for an annual business license through the [Department of Revenue website](#). The approved home occupation permit is required prior to conducting a business out of your home. A fee covering the review of the application materials for consistency with city regulations for home businesses is charged at that time.

**General requirements** Area for business must not exceed 25% of the total square footage (up to 500 square feet) of the home. Daycares are exempt from the square footage requirement. Accessory buildings are acceptable for business use.

Allowed employees include one full-time resident and one onsite non-resident.

Sales of products produced on the premises and mail or phone order sales are permitted. Direct sale of retail products are not permitted unless clearly incidental to any services rendered.

One sign is allowed, two-foot square, non-illuminated in a window.

At least two parking spaces on your property are required.

Up to eight vehicles associated with the business may arrive at and leave the home every day.

The personal vehicle of the resident and a vehicle for the non-resident are permitted (additional vehicles related to the business are permitted for up to 2 hours in any 8-hour period).

Any materials or supplies, construction materials, unfinished goods or other items associated with the business must be stored inside a structure.

**Other useful information** After review of the application materials, a Notice of Intent to Approve sign will be posted in your front yard. The application will be approved 10 days thereafter.

The home occupation shall be open to inspection by city request (within 24 hours notice). An authorized City official will perform the review verifying compliance with approval criteria and other code provisions.

Activities creating noise, dust, fumes, odor, smoke, or glare, or produce visible or audible interference in radio or TV receivers, or require the use of electrical or mechanical equipment that would change the fire rating of the home or accessory buildings are not allowed. Additionally, activity generating noise is a manufacturing process or involves the handling/storage of substances that may be potentially hazardous or noxious is prohibited. Kennels, for example, vehicle body or motor repair, machine/sheet metal shops, repair of large appliances or other types of repairs.

## HOME OCCUPATION REVIEW PROCESS

