

License Number: \_\_\_\_\_

Date Stamp

Receipt Number: \_\_\_\_\_

**HOME OCCUPATION SUPPLEMENTAL FORM**

This supplemental form applies to **home businesses**. This form must be completed and submitted with your business license application. The City encourages the partial use of your home for small businesses. Home occupation regulations are intended to ensure that businesses operated out of the home do not interfere with the residential character of the surrounding neighborhood.

If you have questions about this form, please contact the Planning Hotline at (425) 670-5410.

**RESTRICTIONS ON USES**

Home occupations which produce noise, vibrations, smoke, dust, glare or traffic not normally found in residential areas are prohibited. The following uses, and uses determined by the Community Development Director to have similar characteristics, are specifically prohibited by City Code:

- Automotive repair or detailing
- Small engine and major appliance repair
- Boarding, grooming, kenneling, or medical treatment of animals
- Contractors' shops (except for administrative or office functions)
- On-site sale of firewood
- Sheet metal fabrication
- Unlicensed or uncertified health care, physical or personal service
- Beauty/barber shops with more than one station

The following uses are restricted but not prohibited:

- Schools and places of worship are only allowed as a conditional use.
- Group homes are only permitted if the people live in the home in a family setting, with unobstructed access throughout the home.
- Child care and adult family homes are allowed under the provisions of State law and are governed by the rules of the State Department of Social and Health Services and by LMC Sections 21.02.013, 21.02.211 and 21.02.326.

**HOME OCCUPATION CHECKLIST**

Please respond to each item to acknowledge that you have read and understand the regulations.

**1. Traffic and Parking:**

- No more than one vehicle will visit per hour (excluding delivery services, such as USPS).  Yes  No
- Customer traffic and parking will be limited to the hours of 7:00 AM – 9:00 PM.  Yes  No
- Vehicles used for the business will be parked in a garage, carport, or other paved surface.  Yes  No
- Will your business have a commercial vehicle (maximum 16,500 GVW)?  Yes  No

\*\*\* If yes, the vehicle must be parked on the residential property (not the street) in a garage, carport, or appropriately paved surface (i.e. asphalt, concrete, gravel) and a site plan is required for all properties except apartment and condominium complexes.

**2. Employees**

- Only household members who live at the residence will perform labor or services at this location.  Yes  No
- If the business is for a contractor, landscaper, janitorial service or other similar business, employees or workers will not congregate at the residence for dispatch purposes.  Yes  No

**3. Storage, Display, Noise, and Area Used For Business:**

- The business will be conducted entirely within the interior of the residence.  Yes  No

- The residence is \_\_\_\_\_ sq. ft., and the business will occupy \_\_\_\_\_ sq. ft. (25% maximum).
- Access to the area designated for the business will be from within the dwelling.  Yes  No
- There will be no outdoor storage and no indoor storage of items visible from off the property.  Yes  No
- There will be no hazardous wastes or substances not typical of normal residential use.  Yes  No
- There will be no noise, smoke, dust, odors or other conditions beyond normal residential use.  Yes  No

**3. Signs (Requires a Building Permit):**

- There will only be one sign for the business.  Yes  No
- The sign will not be illuminated.  Yes  No
- If a sign is used, the sign will be two square feet in size or less.  Yes  No
- If a sign is used, the sign will only list the name of the business and the address.  Yes  No
- The sign will be placed flat against the wall or, if freestanding, will be no more than 3.5 ft. tall.  Yes  No
- Signs for day cares will be six square feet in size or less and placed flat against the home.  Yes  No

**SITE PLAN FOR HOME OCCUPATIONS WITH A COMMERCIAL VEHICLE**

In addition to this form, **home occupations which park a commercial vehicle (maximum 16,500 GVW) at the residence must provide a site plan.** This requirement does not apply to home occupations which do not have a commercial vehicle or to multiple-family residential properties, such as apartments and condominiums.

The site plan does not need to be prepared by a professional, please just do your best to provide an accurate representation of your property. See the “Site Plan Requirements” handout for an example.

The **site plan** should contain:

- A. Date, scale (suggested scale is 1” = 20’) and north arrow;
- B. Site address, business name, business owner name and contact information;
- C. Property lines;
- D. All adjacent streets and street names;
- E. Location of structures and driveway(s);
- F. Location of parking for the commercial vehicle and type of paving surface (gravel, concrete, asphalt).

**ACKNOWLEDGEMENT**

I/We certify that the information provided in this supplemental form, including all submittals and attachments, is true and correct to the best of my/our knowledge. This application does not constitute approval of the business license.

I/We agree to abide by the rules for home occupations. I/We understand that failure to comply is grounds for revocation or suspension of the business license.

I/We further understand that submittal of this application grants appropriate city officials the right to inspect a home occupation to insure that related alterations and equipment are consistent with zoning, fire, and building codes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Home Occupation Business License applications which park a commercial vehicle (maximum 16,500 GVW) at the residence must provide a site plan. **This requirement does not apply to home occupations which do not have a commercial vehicle or to multiple-family residential properties**, such as apartments and condominiums.

The site plan drawing does not need to be prepared by a professional, please just do your best to provide an accurate representation of your property. The plan should be drawn to-scale and include the following:

**REQUIRED INFORMATION**

- Date, scale (suggested scale is 1" = 20') and north arrow.
- Site address, business name, business owner name and contact information.
- Property lines.
- All adjacent streets and street names.
- Location of structures and driveway(s).
- Location of parking for the commercial vehicle and type of paving surface (gravel, concrete, asphalt).

**SITE PLAN for Rob's Painting**

12825 Alder Street—Robert Smith—(Phone Number)  
04/01/2010 Scale: 1" = 20'

