



City of  
**BRIER**

ESTD 1965

2901 228th St. SW  
Brier, WA 98036  
Phone: (425) 775-5440  
deputyclerk@ci.brier.wa.us

**HOME OCCUPATION GENERAL BUSINESS LICENSE INFORMATION AND CRITERIA**

**GENERAL INFORMATION:**

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

Home / business physical address: \_\_\_\_\_

Home / business mailing address: \_\_\_\_\_

Applicant phone number: \_\_\_\_\_ email address: \_\_\_\_\_

Property owner name (if different than applicant): \_\_\_\_\_

Property owner mailing address (if different than applicant): \_\_\_\_\_

**BUSINESS INFORMATION:**

Type of business: \_\_\_\_\_ State business license no. (UBI): \_\_\_\_\_

Contractor License No. / L&I License No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Other License(s): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

If bonded, bonding agent: \_\_\_\_\_ Bonded amount: \_\_\_\_\_

Total square footage of residence: \_\_\_\_\_ Home Occ. Square footage: \_\_\_\_\_

Days and hours of operation: \_\_\_\_\_

Please give a detailed description of the business activities:

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The Superfund Amendments and Reauthorization Act of 1986 requires all facilities who use, store or transport hazardous chemicals or extremely hazardous substances be reported to the local fire department, the local emergency planning committee, and the Washington State emergency Response Commission. To assist you in compliance with this federal statute, please respond to the listed questions to the best of your knowledge. If you need assistance with this section, please contact the City of Brier at (425) 775-5440 or the Snohomish Fire District #1 at (425) 551-1200.

Do you use any chemicals or extremely dangerous substances in your business, occupation, or industry? If the answer is YES, please list all chemicals or hazardous substances used in your business.

Name of chemical or substance	Quantity / Volume
1. _____	_____
2. _____	_____
3. _____	_____

Please use back of page if additional space is needed.  
Please provide the MSDS data sheets for each.

**Additional items required for business license application:**

1. Floor plan showing the total square footage of the living area, dwelling unit, detached garage or workshop used for the home business and highlighting the area used for the home business within.
2. If the applicant is not the property owner, an acknowledgement letter signed by the property owner stating that the property owner concurs in and authorizes the application.
3. If applicable: A copy of the State Contractors license

CRITERIA:

All applications for a home occupation business license are required to respond to the criteria below. Businesses that have the potential to impact neighboring properties will require an open record public hearing with the City Council.

Respond to every question completely and honestly.

1. Is the proposed business incidental and secondary to the use of the property as a residence? Y \_\_\_ / N \_\_\_

2. How many employees live at the residence, including the applicant? \_\_\_\_\_

3. How many employees do not live at the residence but work or meet at the residence? \_\_\_\_\_

4. How many employees do not live, work, or meet at the residence? \_\_\_\_\_

5. How many additional cars (employees /clients/customers) will visit the residence per day? \_\_\_\_\_

6. How many off-street parking spaces are provided for employees, clients, and customers? \_\_\_\_\_

7. If the answer to No. 6 is not zero, please provide a parking plan showing the number of available off-street parking locations used for the home business.

8. Does the proposed business involve selling stocks (i.e., large quantities) of merchandise, supplies or products? \*For example: A hair stylist would be allowed to sell combs, shampoo and other misc. items to clients. However, a dressmaker could do custom work for specific clients but would not be allowed to develop stocks of dresses on site for sale to the general public. Y \_\_\_ / N \_\_\_

9. Is any aspect of the proposed business visible from the exterior of the residence? Y \_\_\_ / N \_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If yes, describe any existing fencing and/or landscaping that would visually screen any outdoor components of the proposed business. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Are any structural modifications or additions to the residence proposed in order to accommodate the proposed business? Y \_\_\_ / N \_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Will the proposed business change the fire rating of the residence or other structure the business will be located in? Y \_\_\_ / N \_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Will the business result in any adverse environmental impacts, including but not limited to erosions, air pollution, surface or ground water pollution, degradation of habitat for animals, release of hazardous chemicals or impacts to critical areas? Y \_\_\_ / N \_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Will the proposed business utilize electrical or mechanical equipment or processes that create visible or audible interference to radio or television receivers, or fluctuations to the electrical line voltage? Y \_\_\_ / N \_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Will the proposed business generate noise, vibration, dust, heat, odors, glare, fumes or fire hazards? Y \_\_\_ / N \_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. How many commercial deliveries for the business are anticipated per week? \_\_\_\_\_

16. If the proposed business is for adult education classes, how many classes will be held? \_\_\_\_\_

Describe the class schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Is a sign proposed for this business? Y \_\_\_ / N \_\_\_

If yes, one sign shall be allowed, which shall not exceed six square feet, shall not be illuminated, and shall comply with the sign ordinance of the city. A sketch of the proposed sign shall accompany the home occupation business license application.

18. I understand the following operating hour restrictions: Int. \_\_\_\_\_

Monday – Friday, 7:00am to 8:00pm; Saturday 9:00am to 6:00pm

Adult education classes shall end by 9:30pm

Family daycare providers may open at 6:00am, with no outdoor play prior to 7:00am

Proposed businesses with no exterior component (i.e., home office) are exempt from above.

19. I understand that the home occupation is subject to inspection by the city at any time, subject to reasonable request. I further understand that if the proposed business is an adult family home, family daycare provider, or group home, or has a code enforcement violation in the past year, that the business is subject to an annual inspection. Int. \_\_\_\_\_
20. I understand that if two or more home occupations operate on the same property, the combined businesses must meet the requirements of the Brier Municipal Code (BMC) Ch. 17.12. Int. \_\_\_\_\_
21. I understand that the City may impose additional conditions to mitigate any potential adverse impacts of the proposed business to adjacent land uses, and I further understand and agree to comply with said conditions, if any. Int. \_\_\_\_\_
22. I understand that violation of the City's nuisance and noise ordinances may result in enforcement action, including revocation of my business license. Int. \_\_\_\_\_

**WHEN A PUBLIC HEARNG IS REQUIRED:**

If the following apply, an open record public hearing and the names and addresses of neighboring property owners within 300 feet are required.

1. Customers, clients, students, and/or non-resident employees come to the residence;
2. There are three or more commercial deliveries for the business per week;
3. The proposed business involves manufacturing with machinery;
4. Equipment or supplies are stored outside of buildings;
5. The proposed business will result in recurring noise;
6. The proposed business requires structural modifications.

To obtain the names and addresses of the property owners within 300 feet, use the "Instructions for Obtaining Property Ownership Information from Snohomish County".

The City Council holds regularly scheduled meetings on the second and fourth Tuesday of each month. Public notice is provided at least ten (10) calendar days in advance of the meeting. The City Council will approve, approve with conditions, or deny the application.

I have read the above form and understand the contents. I declare that all information provided on the form to be true to the best of my knowledge. I understand the Home Occupation Business License expires one year after approval date.

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

# **INSTRUCTIONS FOR OBTAINING PROPERTY OWNERSHIP INFORMATION FROM SNOHOMISH COUNTY**

## **INSTRUCTIONS FOR APPLICANTS**

**Please read and follow all instructions on your application carefully.** Most applications require notification of surrounding property owners in order to provide citizens the opportunity to review and comment on applications that may impact them. If you have any questions about the process, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner.

1. Contact the Snohomish County Assessor's office.

In person: 300 Rockefeller Ave  
1<sup>st</sup> Floor Administration East  
Everett, WA 98201

By phone: (425) 388-3433

Email: [contact.assessor@snoco.org](mailto:contact.assessor@snoco.org)

\*Note: The wait time varies by request type. Requests made in person will take approximately 30 minutes from the time of the request. Requests made by phone or email will take approximately 2-3 business days.

2. Request that the property owner information include parcels within 300 feet of the subject parcel. The applicant will need to provide the subject parcel number and address.
3. The Assessor's office can provide the information in two formats:  
  
Option A: Hard copy Labels, Address list and map.  
\*Note: this may incur a charge  
  
Option B: Excel Database, Map  
This option will require the applicant to print address labels and address list.
4. Copy the label sheets.
5. Using the label sheet(s), create stamped and addressed legal-sized envelopes with no return address.
6. Submit the address list, map, envelopes, and label sheet copies with your application.