



**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: \_\_\_\_\_

Please give a detailed description of the business activities (attach additional sheets if needed):

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

SUBMITTAL ITEMS REQUIRED FOR BUSINESS LICENSE APPLICATION (BMC 17.12.060)

If items are not provided, this will cause a denial and/or delay in the approval of license.

1. Complete answers to all performance criteria below. (See questions in next section);
2. A floor plan for the dwelling unit and any accessory buildings proposed for use as a home occupation showing:
  - A. The floor area of the total dwelling unit and any accessory buildings proposed for use;
  - B. The square footage of the lot if any outdoor space is proposed for the home occupation and the square footage and location of the area devoted to the home occupation.
3. If the applicant is other than the property owner, the property owner shall sign an acknowledgment that the property owner concurs in and authorizes the application (this is a separate document provided by the property owner).

PERFORMANCE CRITERIA (BMC 17.12.050)

All applications for a home occupation business license are required to respond to the questions below. A home occupation shall be permitted in single family residential zoning districts, provided they meet the following criteria. Respond to every question completely and honestly.

1. What is the total square footage of the residence? \_\_\_\_\_  
Total square footage of business within the residence? \_\_\_\_\_
2. Is the proposed business incidental and secondary to the use of the property as a residence?  
Y \_\_\_\_\_ / N \_\_\_\_\_
3. How many employees live at the residence? \_\_\_\_\_  
How many employees do not live at the residence but work or meet at the residence? \_\_\_\_\_
4. Does the proposed business involve selling large quantities (stocks) of merchandise, supplies or products? Y \_\_\_\_\_ / N \_\_\_\_\_ (*\*For example, A hair stylist would be allowed to sell combs, shampoo and other misc. items to clients. However, a dress maker 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.*)
5. Is the property at which the proposed home occupation business is located residential in character with all activities and storage contained with the residence? Y \_\_\_\_\_ / N \_\_\_\_\_  
If no, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Is any aspect of the proposed business visible from the exterior of the residence? Y \_\_\_\_\_ / N \_\_\_\_\_  
If yes, please explain and describe how it is screened or visually buffer from adjacent properties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are stored business materials used for the proposed home occupation externally visible? Y \_\_\_/N \_\_\_  
If yes, please explain:

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8. Will the proposed business utilize electrical or mechanical equipment or processes that will create visible or audible interference to radio or television receivers, fluctuations to the electrical line voltage or create a hazard or nuisance such as noise, vibration, dust, heat, odors, glare, fumes or fire hazards? Y \_\_\_\_\_ / N \_\_\_\_\_  
If yes, please explain:

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9. How many visits from customers, clients, pickups or commercial deliveries for the proposed home occupation business are anticipated per week? \_\_\_\_\_

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

11. Will the proposed home occupation business change the fire rating of the residence or other structures the business will be located in? Y \_\_\_ / N \_\_\_  
If yes, please explain:

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12. I understand the following operating hour restrictions and by signing this application, I agree that my business will not operate outside these hours. 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 the above.

13. If the proposed business is for adult education classes, how many classes will be held? \_\_\_\_\_  
Describe the class schedule:

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14. I understand that the City may impose additional conditions to mitigate any potential adverse impacts of the proposed business to adjacent land uses, and by signing this application I further understand and agree to comply with said conditions, if any are imposed. Int. \_\_\_\_\_
15. Is a sign proposed for this business? Y \_\_\_\_\_ / N \_\_\_\_\_  
If yes, one sign shall be allowed, which shall not exceed 6 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.
16. I understand that the home occupation business 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 annual inspections. By signing this application, I agree to allow the city to inspect the business at any time, subject to reasonable request. Int. \_\_\_\_\_
17. I understand that violation of the City's nuisance and noise ordinances may result in enforcement action, including revocation of my business license. Int. \_\_\_\_\_
18. Does the property subject to this application currently have another home occupation licensed by the city? Y \_\_\_\_\_ / N \_\_\_\_\_. If so, by signing this application I agree and acknowledge that the combined home occupations comply with the performance criteria listed in 1-17 above.

IF AND WHEN A PUBLIC HEARING IS REQUIRED (BMC 17.12.060.B):

If the following applies, an open record public hearing will be required before approval of the Home Occupation license.

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;
7. Use of the Exterior for home agriculture businesses;
8. Use of additional floor area in a detached structure in excess of the area outline in BMC 17.12.050.A.1.

ADDITIONAL SUBMITTAL ITEMS REQUIRED FOR BUSINESS LICENSE APPLICATION (WHEN A PUBLIC HEARING IS REQUIRED) (BMC 17.12.060)

If items are not provided, this will cause a denial and/or delay in the approval of license.

1. A written statement describing in sufficient detail the nature of the home occupation and impacts to adjacent land uses (provide on separate sheet and submit with your application);
2. A site plan which is shown at scale and that shows improved parking spaces and all outdoor areas such as planting areas designated for the home occupation, including additional impervious surface, total area of disturbed land, and any new or additions to structures on the lot;

- 3. A list of any other applicable permits required for the use (i.e., building permit, land disturbing activity permit, etc.) with references sufficient to describe those application(s); and
- 4. The application shall contain the names and addresses of the owners of property within three hundred feet of the home occupation property, together with stamped and addressed legal size envelopes (with no return address) for each of such property owners.

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.

By signing this application, I acknowledge that I have read the above form and understand the contents; that I have read and understand the Home Occupation Business License Regulations of BMC Chapter 17.12. 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 the approval date, if approved by the city.

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

Printed Name: \_\_\_\_\_

# **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.