



## HOME OCCUPATION LICENSE INFORMATION / CRITERIA

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

Home / Business Physical Address \_\_\_\_\_

Home / Business Mailing Address (if different than above) \_\_\_\_\_

Applicant phone No. \_\_\_\_\_ Applicant 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 \_\_\_\_\_ Expiration Date \_\_\_\_\_

Other License(s) \_\_\_\_\_ Expiration Date \_\_\_\_\_

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

Total Square Footage of residence \_\_\_\_\_ Home Occupation Square footage \_\_\_\_\_ Home Occupation % \_\_\_\_\_

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

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 (425-775-5440) or Snohomish Fire District #1 (425-551-1200).

Do you use any chemicals or extremely dangerous substances in your business, occupation, or industry? If you answered YES , then list all chemicals or hazardous substances used in your business. \_\_\_\_ Yes / \_\_\_\_ No

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

Do you have the Material Safety Data Sheets (MSDS) for each of these chemicals / substances? Yes / No (circle one)

Items required from applicant for license review:

- 1 . Floor plan showing the total square footage of living area, dwelling unit, detached garage or workshop used for home occupation and highlighting square footage of area used for home occupation within.
- 2 . Site plan that shows the location of available parking for the home occupation.
- 3 . If the applicant is not the property owner, an acknowledgment letter signed by the property owner stating that the property owner concurs in and authorizes the application
- 4 . A copy of the State Contractors License if you have a contractor
- 5 . A certificate of proof of insurance of insurance is required by the State Department of Labor and Industries
- 6 . Responses to the City of Brier Home Occupation Business license criteria

Please give a description of your business: \_\_\_\_\_

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I have read the above form and understand the contents. I declare that all information provided on this 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: \_\_\_\_\_

Approvals (as required)

Building Department: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_

Police Department: \_\_\_\_\_ Date: \_\_\_\_\_

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



CITY OF  
**BRIER**  
ESTD 1965

# BUSINESS LICENSE CRITERIA FOR HOME OCCUPATIONS

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 City Council. Respond to every question briefly and completely.

1. Is the proposed business incidental and secondary to 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, and work or meet at the residence? \_\_\_\_\_
4. How many employees do not live at the residence, and do not work or meet at the residence? \_\_\_\_\_
5. How many additional cars (employees, clients, and customers) will visit the site per day? \_\_\_\_\_
6. How many off-street parking spaces are provided for employees, clients and customers? \_\_\_\_\_
7. 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 miscellaneous 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
8. Is any aspect of the proposed business visible from the exterior of the residence?  Y  N

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

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

\_\_\_\_\_

9. Are any structural modifications or additions to the residence proposed in order to accommodate the proposed business?  Y  N

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

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

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

11. Will the business result in any adverse environmental impacts, including but not limited to erosion, 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, explain: \_\_\_\_\_

12. 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, explain: \_\_\_\_\_

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

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



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# BUSINESS LICENSE CRITERIA FOR HOME OCCUPATIONS

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

15. If the proposed business is for adult education classes, how many classes will be held: Per Week?: \_\_\_\_\_  
Per Month?: \_\_\_\_\_

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

16. Is a sign proposed for this business?  Y  N

If yes, the maximum size is six (6) sq. ft., the sign must be constructed of wood with routed lettering, and a sign permit is required.

## ACKNOWLEDGEMENTS

17. I understand the following operating hour restrictions:

Monday – Friday, 7:00 AM – 8:00 PM; Saturday, 9:00 AM – 6:00 PM

- Adult education classes shall end by 9:30 PM
- Family daycare providers may open at 6:00 AM, with no outdoor play prior to 7:00 AM
- Proposed businesses with no exterior component (i.e. home office) are exempt from the above

Initial Here: \_\_\_\_\_

18. 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 had a code enforcement violation in the past year, that the business is subject to annual inspection.

Initial Here: \_\_\_\_\_

19. I understand that if two or more home occupations operate on the same property, the combined businesses must meet the requirements of Brier Municipal Code (BMC) Chapter 17.12 – Home Occupations.

Initial Here: \_\_\_\_\_

20. 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.

Initial Here: \_\_\_\_\_

21. I understand that violation of the city's nuisance and noise ordinances may result in enforcement action, including revocation of my business license.

Initial Here: \_\_\_\_\_

## WHEN A PUBLIC HEARING IS REQUIRED

An open record public hearing and the names and addresses of neighboring property owners within 300 feet are required if any of the following apply:

- A. Customers, clients, students, and/or non-resident employees come to the residence;
- B. There are three or more commercial deliveries for the business per week;
- C. The proposed business involves manufacturing with machinery;
- D. Equipment or supplies are stored outside of buildings;
- E. The proposed business will result in recurring noise;
- F. The proposed business requires structural modifications.

Use the "Instructions for Obtaining Property Ownership from Snohomish County," for obtaining the names and addresses of the property owners within 300 feet if public hearing is required.

City Council holds regularly scheduled business meetings 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.



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# INSTRUCTIONS FOR OBTAINING PROPERTY OWNERSHIP

## 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 or your project, 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:* 3000 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, and requests made by phone or email will take approximately 2-3 business days.

2. Request the property owner information for parcels within 300 feet of the subject parcel(s). You will need to provide both the parcel number(s) and the address(es).

3. The Assessor's Office can provide the information in two formats:

*Option A:* Hard Copy Labels, Address List, Map

\* Note: Requests which generate a large number of label sheets may incur a charge.

*Option B:* Excel Database, Map

- Generate label sheet(s) using the Excel database.

4. Copy the label sheet(s).
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 copy of the label sheet(s) with your application.