



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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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 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.

Using the “Instructions for Obtaining Property Ownership from Snohomish County,” submit stamped and addressed legal-size envelopes with no return address as part of your application.

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.