



2901 228th Street SW
Brier, WA. 98036
Phone 425.775.5440
Fax 425.672.9025
csloan@ci.brier.wa.us

New Business License Number

Home Occupation License Number

HOME OCCUPATION LICENSE APPLICATION

Applicant Name

Home/Business Address

Applicant Mailing Address

Applicant Phone # Applicant Email

Property Owner Name

Property Owner Mailing Address

Business Name

Type of Business

State Business License Number

Date Expires

Contractor License/L&I License

Date Expires

Other License

Date Expires

Bonded Bonding Agent

Bonded Amount

New License \$150.00

License Renewal \$100.00

Sq. Ft. of Residence

Home Occupation Sq. Ft.

Home Occupation %

Number of Employees Residents of the Home Non-Residents

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? Yes No

If you answered YES, then list all chemicals or hazardous substances used in your business.

Name of chemical or substance

Quantity/Volume

1.

2.

3.

Do you have Material Safety Data Sheets (MSDS) for each of these chemicals/substances?

Yes No

Required Items

- Floor plan of the dwelling unit or detached garage or workshop used for home occupation.
- Show the total square footage and square footage and location of area used for home occupation.
- Site plan that shows the location of parking for the home occupation.*
- A copy of your state business license and any other required permits.
- If the applicant is not the property owner, an acknowledgement signed by the property owner stating that the property owner concurs in and authorizes the application.
- Names and addresses of the property owners 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.* See attached page "Instructions for Obtaining Property Ownership for Snohomish County"
- A certificate of proof of insurance if insurance is required by Labor and Industries.
- A copy of State Contractors License if you are a contractor.
- Responses to "City of Brier Home Occupation Business License Criteria"

For Staff Use ONLY	
Verified	Waived

* Item does not need to be submitted with the application if the application qualifies for administrative review. An application qualifies for administrative review if: 1) Customers and employees do not come to the premises. 2) There will be two deliveries or less to the premises per week. 3) The home occupation does not involve manufacturing with machinery. 4) Equipment or supplies will not be stored outside of the buildings. 5) The home occupation will not result in recurring noise. 6) There are no structural modifications.

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 this is a temporary/renewable license, and valid for the period checked on this form.

Signature

Date

Print Name

Home Occupation business licenses expire one year after the issuance date.
No license issued shall excuse such licensee from ongoing compliance with all other applicable city ordinances.

CITY USE ONLY

Amount Received

Receipt Number

Date Issued

Date Expires

APPROVALS (AS REQUIRED)

OFFICIAL USE ONLY

Police Department _____

Date _____

Fire Department _____

Date _____

Planning Department _____

Date _____

Building Department _____

Date _____

Mayor _____

Date _____



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: _____



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 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.



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
1st Floor Administration East
Everett, WA 98201

By Phone: (425) 388-3433

Email: 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.