

Application Packet Type I-E

Home Occupation Permit



City of Sultan

COMMUNITY DEVELOPMENT DEPARTMENT
319 Main St. Sultan, WA 98294
Phone (360) 793-2231 Fax (360) 793-3344

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HOME OCCUPATION PERMIT - FREQUENTLY ASKED QUESTIONS

What is a home occupation permit? A home occupation, in essence, is running a business out of your residence. The primary use of the property is still for residential uses. The business in the home occupation is a small scale, usually service oriented, but the types can vary as long as the approval criteria below are met.

This permit type needs an administrative decision made by the City staff for approval. No public notice or hearing is required (It is a Type I permit).

What is the purpose of the home occupation permit? The purpose of the home occupation is to allow for a home owner to establish and run a business out of their immediate dwelling unit but also to regulate the operation of a home occupation so that neighbors will not be adversely impacted by its existence.

What are the criteria for approval for a home occupation permit? (SMC 16.48.020)

- A. No outdoor display or storage of materials, goods, supplies, or equipment;
- B. There are no changes to the exterior of the building nor any visible evidence that the residence also contains a home occupation;
- C. Will not generate nuisances such as on-street parking, noise, electrical interference, or hazards;
- D. There is no more than one person outside of the immediate household residing in the subject dwelling unit that is employed in the home occupation; and
- E. The maximum area devoted to a home occupation can only be 25 percent of the gross floor area of the dwelling unit.

What is the process for approval for a home occupation permit?

- 1. When you are ready to submit your application to the City, bring all required items for a complete application to city hall.
- 2. A City Staff member will review your application using the attached submittal checklist to determine if a Determination of Completeness (RCW 36.70B.070) can be issued. Incomplete applications will not be accepted by the City.
- 3. Once the application has been determined complete, the City Staff will review the application. The application must meet the approval criteria.
- 4. If the application has not met the approval criteria:
 - a. The City will mail you a letter indicating the changes that must be made to the application.
 - b. You have 180 days to modify your application and resubmit it to the City.
 - c. Your application will expire if requested information is not provided.
- 5. Once adequate information has been provided from the applicant to the City, the City will issue a decision of approved, approved with conditions, or denied.
- 6. The decision of the City is appealable to the Hearing Examiner (SMC 16.120.100).
- 7. If the home occupation permit is approved, a City of Sultan of Business License needs to be obtained. You can apply online at www.dol.wa.gov.

What happens if my home occupation permit is denied by City staff? You may file an appeal at City Hall for a hearing before the hearing examiner. The appeal must follow requirements of the Sultan Municipal Code.

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HOME OCCUPATION PERMIT - FREQUENTLY ASKED QUESTIONS (CONTINUED)

What are the contents of this application packet?

- I. Frequently Asked Questions
- II. Sample Plans
 - a. Site Plan
 - b. Floor Plan
- III. Submittal Checklist
- IV. Home Occupation Application

Can I submit electronic copies of application materials? Yes. The applicant may choose to submit an electronic version of submittal materials. If using this option, information must be turned in on a CD.

Note: The information contained in this packet is to act only as a guideline for applicants. Please refer to the Sultan Municipal Code for exact code requirements, standards and wordings.

Additional Questions and Information: If you have more questions please contact the Community Development Department, ask for the Permit Assistant, or stop by City Hall. Contact information is available at the top of each page.

You can read the standards for a home occupation permit online at www.ci.sultan.wa.us, click on Sultan Municipal Code in the left column, and scroll down to Chapter 16.48.

IMPORTANT: After the home occupation permit is approved, a City of Sultan business license must be obtained.

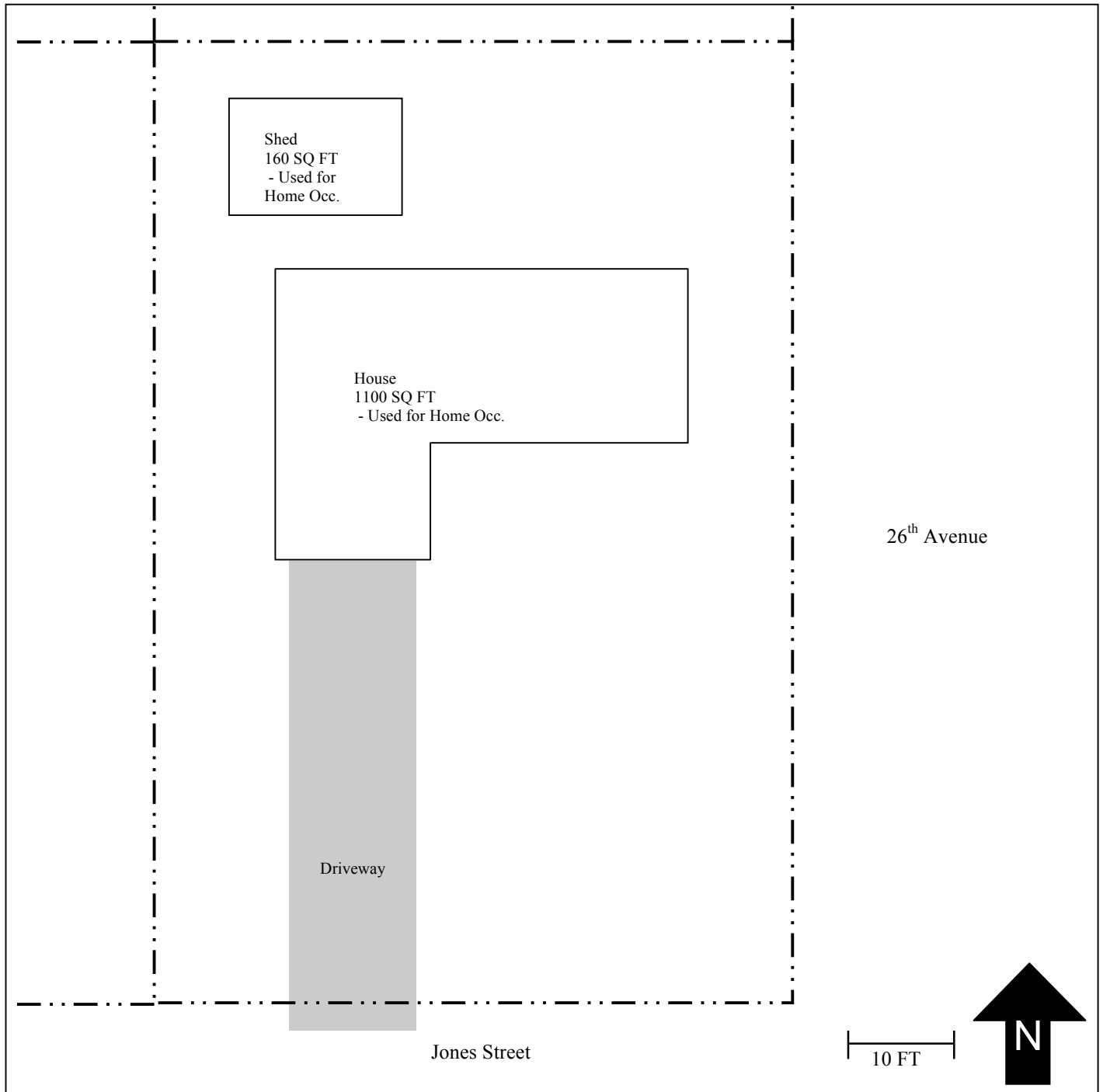
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HOME OCCUPATION PERMIT - SAMPLE SITE PLAN

Note: This site plan is to serve only as a guide. Your particular plan may need additional or fewer items depending on the complexity and type of project.



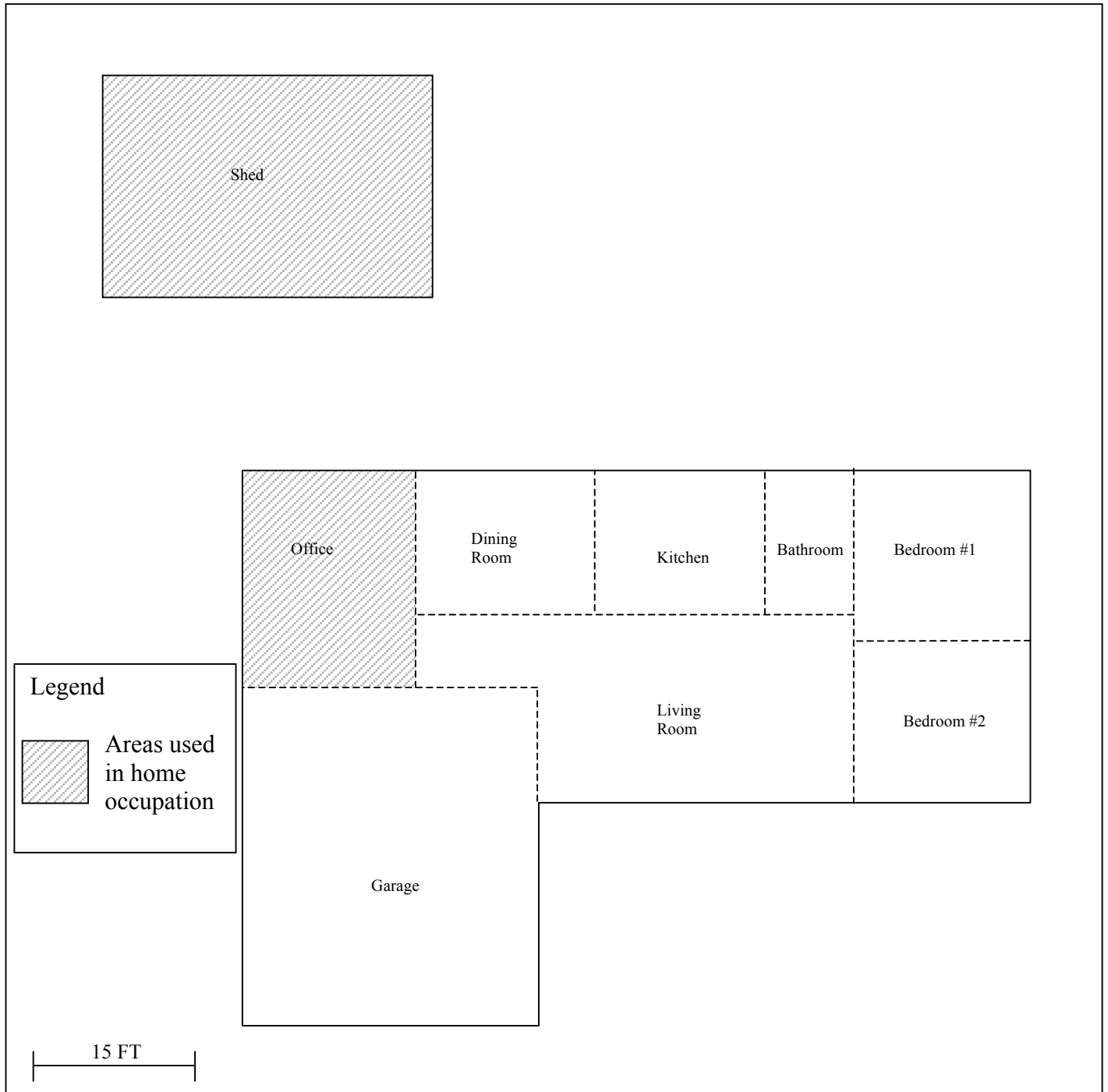
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HOME OCCUPATION PERMIT - SAMPLE FLOOR PLAN

Note: This floor plan is to serve only as a guide. Your particular plan may need additional or fewer items depending on the complexity and type of project.





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Date Stamp Area

Staff Initials: _____

HOME OCCUPATION PERMIT – SUBMITTAL CHECKLIST

Applicant: Please check the “Applicant” boxes below when each item is complete and ready for review.

APPLICATION REQUIREMENTS

1. Home Occupation Permit Application Form.

Staff Applicant

 Completed and Signed Application.

2. Site Plan. Two 8½ x 11” or 8½ x 14” drawings showing the current property, with the following items:

Staff Applicant

- Two copies of the site plan.
 North arrow and scale.
 Property lines.
 Existing structures (include square footage and if it will be used during the home occupation).
 If #2 on application questionnaire was answered “Yes”, show parking areas.

3. Floor Plan. Two 8½ x 11” or 8½ x 14” floor plans showing the residence and additional buildings being used for the home occupation. The floor plan needs to have the following:

Staff Applicant

- Two copies of the floor plan.
 Scale.
 Floor plans of residence and other structures.
 Highlight or shade areas used for home occupation.

4. Fees.

Staff Applicant

 Fees paid (see current Fee Schedule).



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HOME OCCUPATION PERMIT – APPLICATION

Applicant:

Name: _____
Address: _____

Company Name: _____
Phone: _____
Fax: _____

Property Owner (if other than applicant):

Name: _____
Address: _____

Company Name: _____
Phone: _____
Fax: _____

Property Information:

Tax Parcel Number(s): _____

Project Zoning (check one): LMD MD HD HOD ED UC P/I

Acres/Square Feet: _____

Home Occupation Information:

Type: _____
Proposed Opening Day: _____
Number of Employees: _____

Name: _____
Total Floor Area of Residence (Square Feet): _____
Floor Area of Business (Square Feet): _____

Operation Hours/Days of the Week:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours of	From:	From:	From:	From:	From:	From:	From:
Operation:	To:	To:	To:	To:	To:	To:	To:

Home Occupation Questionnaire:

1. Yes or No Will the home occupation be carried on exclusively by a family member(s) residing in the dwelling unit? If the answer is "No" please explain below.

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2. Yes or No Will customers or clients come to the residence? If yes, approximately how many per day? Please explain parking provisions and show parking areas on your site plan.

3. Yes or No Will the home occupation be conducted entirely within the structures on the site, without any significant outside activity? If outside activity is involved, please explain.

4. Yes or No Will there be any heavy equipment, power tools, or chemical compounds associated with the home occupation that could generate noise, electrical interference, or other hazards? If "Yes", please describe.

5. Yes or No Will vehicles be used to deliver to the residence or to take materials from the residence? If "Yes", please list all types of vehicles (example: standard UPS or US mail truck) and how often they will be at the site.

6. Yes or No Does your structure meet fire and building code standards for the proposed home occupation?

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HOME OCCUPATION PERMIT - APPLICATION

7. Please describe the home occupation in detail: _____

For the applicant:

I am the owner or am authorized by the owner to sign and submit this application on their behalf. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature of Applicant: _____

Date: _____

For the property owner:

I authorize the above applicant to submit this application on my behalf. I also grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspection of the property which is necessary to process this application.

Signature of Property Owner: _____

Date: _____