

## Home Occupation Information

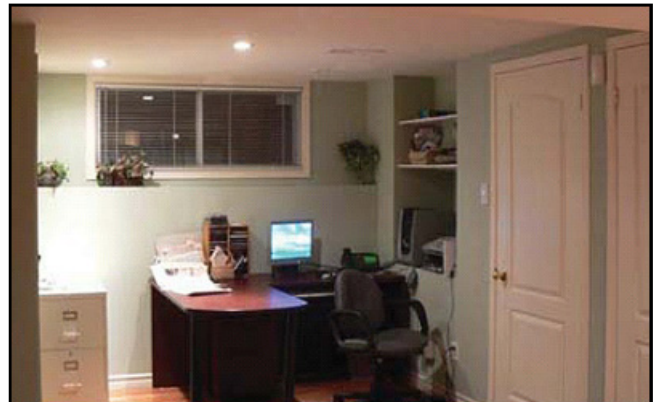
**What is a home occupation?** A home occupation is an economic enterprise operated within a residence or accessory structure (such as a garage) that blends in with the neighborhood. Examples include bookkeeping, crafts, office, daycare, teacher, accountant, catering, seamstress/tailor, professional services (manage, consultant, architect, etc.), instructor, word processing, and many others.



The home-based business may be conducted in a home or apartment you either own or rent. Contact the City at 425.744.6267 for a complete list of requirements and allowed types of home occupations.

**What do I need to do?** Complete this application and submit to City Hall, along with the review fee (a one-time fee). Once approved, apply for an annual business license through the [Department of Revenue website](#). The approved home occupation permit is required prior to conducting a business out of your home. A fee covering the review of the application materials for consistency with city regulations for home businesses is charged at that time.

**General requirements** Area for business must not exceed 25% of the total square footage (up to 500 square feet) of the home. Daycares are exempt from the square footage requirement. Accessory buildings are acceptable for business use.



Allowed employees include one full-time resident and one onsite non-resident.

Sales of products produced on the premises and mail or phone order sales are permitted. Direct sale of retail products are not permitted unless clearly incidental to any services rendered.

One sign is allowed, two-foot square, non-illuminated in a window.

At least two parking spaces on your property are required.

Up to eight vehicles associated with the business may arrive at and leave the home every day.

The personal vehicle of the resident and a vehicle for the non-resident are permitted (additional vehicles related to the business are permitted for up to 2 hours in any 8-hour period).

Any materials or supplies, construction materials, unfinished goods or other items associated with the business must be stored inside a structure.

**Other useful information** After review of the application materials, a Notice of Intent to Approve sign will be posted in your front yard. The application will be approved 10 days thereafter.

The home occupation shall be open to inspection by city request (within 24 hours notice). An authorized City official will perform the review verifying compliance with approval criteria and other code provisions.



Activities creating noise, dust, fumes, odor, smoke, or glare, or produce visible or audible interference in radio or TV receivers, or require the use of electrical or mechanical equipment that would change the fire rating of the home or accessory buildings are not allowed. Additionally, any activity that generates noise or involves the handling/storage of substances that may be potentially hazardous or noxious is prohibited. Kennels, vehicle body or motor repair, machine/sheet metal shops, repair of large appliances or other types of repairs are examples of businesses that can potentially create noise, dust, fumes, odor, smoke or glare and/or involve the handling/storage of substances that may be potentially hazardous or noxious.