



Home Occupation Permit Application

Development Services Department
 425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072
Desk Hours • Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

PLEASE TYPE OR PRINT CLEARLY

APPLICATION INSTRUCTIONS FOR HOME OCCUPATION PERMIT				
1) This permit is only required if business address is within City limits of Woodinville. Please contact staff to verify requirements.				
2) Application must be completed, signed and filled out in ink.				
3) If this is a new business, permit is due upon opening.				
4) Home Occupation Permit fee of \$116.00 is due upon submittal.				
5) YOU MUST NOTIFY THE DEPARTMENT IF BUSINESS ADDRESS, ETC. CHANGES.				
Business Name:				
Business Location:				
Mailing Address (if different):				
Tax Parcel #:			Number of on-site parking stalls:	
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation				
List All:				
Owner(s)/Officer(s)	Title	Date of Birth	Home Address	Home Phone
Number of Employees (include owners) (See WMC 21.30.040 on page two of application)				
Business Floor Area (square feet):			Dwelling Floor Area (square feet):	
Type of Business:				
Briefly describe business activities:				
State Tax # _ _ _ _ _			State Contractor's License #	
Will alteration of your home be required? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<p style="text-align: center;">PLEASE READ HOME OCCUPATION REGULATIONS ON PAGE TWO OF THIS FORM AND SIGN BELOW</p> <p>I have read and I understand that failure to comply with the home occupation regulations as listed on back , is grounds for immediate revocation of the home business license. I agree that my home business will be conducted in such a manner that none of these regulations will be violated.</p> <p>OWNER/OPERATOR _____</p> <p style="text-align: center;">Signature Full Name (Printed) Title Date</p>				

**CITY OF WOODINVILLE MUNICIPAL CODE (WMC)
HOME OCCUPATION REGULATIONS**

- 21.06.315** **Home occupation.** Home occupation: a limited-scale service or fabrication activity undertaken for financial gain, which occurs in a dwelling unit and is subordinate to the primary use of the premises as a residence.
- 21.30.040** **Home occupation.** Residents of a dwelling unit may conduct one or more home occupations as accessory activities, provided:
- (1) The total area devoted to all home occupation(s) shall not exceed twenty percent of the floor area of the dwelling unit. Areas within attached garages and storage buildings shall not be considered part of the dwelling unit for purposes of calculating allowable home occupation area but may be used for storage of goods associated with the home occupation;
 - (2) All the activities of the home occupation(s) shall be conducted indoors, except for those related to growing or storing of plants used by the home occupation(s);
 - (3) No non-resident shall be employed by the home occupation(s);
 - (4) The following activities shall be prohibited as home occupations:
 - a. Automobile, truck and heavy equipment repair;
 - b. Autobody work or painting;
 - c. Parking and storage of heavy equipment; and
 - d. Storage of building materials for use on other properties;
 - (5) In addition to required parking for the dwelling unit, one on-site parking stall shall be provided when services are rendered on-site;
 - (6) Sales shall be limited to mail order, internet sales and telephone sales with off-site delivery;
 - (7) Services to patrons shall be arranged by appointment or provided off-site;
 - (8) The home occupation(s) may use or store a vehicle for pickup of materials used by the home occupation(s) or the distribution of products from the site, provided:
 - a. No more than one such vehicle shall be allowed;
 - b. Such vehicle shall not park within any required setback areas of the lot or on adjacent streets; and
 - c. Such vehicle shall not exceed a weight capacity of one tone; and
 - (9) The home occupation(s) shall not use electrical or mechanical equipment that results in:
 - a. A change to the fire rating of the structure(s) used for the home occupation(s);
 - b. Visual or audible interference in radio or television receivers, or electronic equipment located off-premises.
 - c. Fluctuations in line voltage off-premises.
 - (10) A home occupation permit is approved by the Development Services Director for each home occupation.