



HOME OCCUPATION

WHAT IS A HOME OCCUPATION?

Home occupation is doing business from your home. In Snohomish Municipal Code 14.100, it is defined as a limited-scale service activity undertaken for financial gain within minimal or no on-site sales, which occurs in a dwelling unit or accessory building and is subordinate to the primary use of the premises as a residence.

HOW CAN I GET HOME OCCUPATION APPROVAL?

Home occupations require permit approval from the City of Snohomish, in addition to a City Business License.

WHAT IS THE CRITERIA FOR HOME OCCUPATION APPROVAL?

Home occupations must meet the following conditions:

- The occupation must be conducted within an enclosed building.
- No indication of the occupation, such as outdoor storage areas, abnormally higher traffic volumes, noise, vibration, dust, smoke, or odors shall be evident from outside the building in which the occupation is located.
- The occupation shall not produce ground water pollution or introduce objectionable waste into the City sewer system.
- No more than one (1) person outside the immediate family group residing on the premises shall engage in such occupation.
- Signage must comply with Chapter 14.245 of the Snohomish Municipal Code.
- The occupation cannot exceed twenty-five percent (25%) of the home square footage.
- The occupation must have a City Business License.
- The premises must be occupied by the occupation owner.
- The occupation will receive no more than 4 outside visits per day.

HOW DO I APPLY FOR A HOME OCCUPATION PERMIT?

To apply, you must submit a complete application package to the City of Snohomish Planning and Development Services Department, at 116 Union Avenue. You may also call (360) 568-3115 to speak with a staff member.

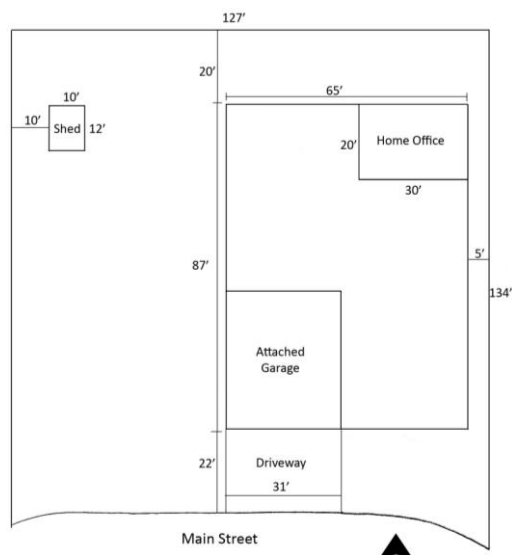
The City Business License will not be issued until the Home Occupation permit is approved.

WHAT DOES THE CITY NEED TO REVIEW MY APPLICATION?

To be considered for a Home Occupation permit, you must submit a Home Occupation Application and a site plan of the location of the home occupation. The site plan must show the location of all structures on the site, including accessory buildings. Property lines and streets (labeled) must also be displayed, as well as dimensions of the space to be used, and the total square footage of the residence. A fee of \$50 is due at the time of application, in addition to the Business License application fee.

CAN I DRAW MY OWN SITE PLAN?

Your site plan does not have to be professionally drawn. You may draw your own site plan, as long as it is readable, and contains all the details required to complete the review.



Example of an acceptable hand-drawn site plan



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HOME OCCUPATION PERMIT SITE/FLOOR PLAN

PROVIDE A SCALED, DIMENSIONED SITE/FLOOR PLAN, SHOWING THE FOLLOWING:

- LOCATION OF THE EXISTING BUILDINGS
- LOCATION OF BUSINESS ACTIVITIES
- ADJACENT STREETS, ETC.

PLEASE DRAW SITE/FLOOR PLAN IN SPACE BELOW

A large, empty rectangular box with a thin black border, intended for the applicant to draw their site or floor plan. The box occupies most of the lower half of the page.



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HOME OCCUPATION APPLICATION

For more information, refer to Snohomish Municipal Code (SMC) 14.207.075(3)

Date:	File #:
Address:	
Land Use Designation:	Property Tax #(s):

APPLICANT/CONTACT	OWNER (IF DIFFERENT FROM APPLICANT)
Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Cell Phone:	Cell Phone:
Alternate Phone:	Alternate Phone:
E-mail:	E-mail:

FEE			
<input type="checkbox"/>	Home Occupation Fee	\$ 50.00	Date of Receipt:
			Receipt #:

QUESTIONS	
Provide a detailed description of your home occupation:	
Do you live at the home? (for at least 6 months out of the year)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will the home occupation be secondary to the use of the structure as a residence?	<input type="checkbox"/> YES <input type="checkbox"/> NO
How many occupants of the residence will be involved in the home occupation?	
How many persons will be involved in the home occupation that <i>do not</i> reside in the residence?	
What are the hours of operation for the home occupation?	
How many customers per day do you anticipate?	
How many deliveries per week do you anticipate?	



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Total square footage of floor area, including accessory buildings that will be used for the home occupation:
Total square footage of the residence:
Will the home occupation be conducted within an enclosed building, including storage of materials / equipment?
Will the home occupation include a sign? If yes, please describe
<input type="checkbox"/> YES <input type="checkbox"/> NO
State how the home occupation will / will not create one or more of the following problems:
High volumes of traffic/traffic hazards:
Demand for parking spaces:
Noise:
Vibration:
Dust:
Smoke:
Odor:
Visible storage of materials/equipment:

BUSINESS LICENSES WILL NOT BE ISSUED UNTIL A HOME OCCUPATION PERMIT IS OBTAINED

Signature of Owner or Authorized Agent

Printed Name

Date

Permit Coordinator: _____ Date: _____