



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.

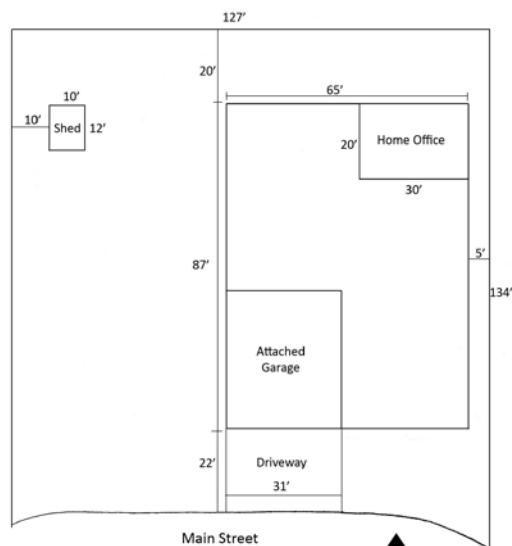
The City Business License will not be issued until the Home Occupation permit is approved.

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 a scaled and dimensioned 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

Name:
Address:
City/State/Zip:
Phone:
Cell Phone:
Alternate Phone:
E-mail:

OWNER (IF DIFFERENT FROM APPLICANT)

Name:
Address:
City/State/Zip:
Phone:
Cell Phone:
Alternate Phone:
E-mail:

FEE

<input type="checkbox"/>	Home Occupation Fee	\$ 50.00	Date of Receipt:	Receipt #:
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Please remember to include your site/floor plan with your application.

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: _____



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BUSINESS LICENSE APPLICATION

APPLICATION INFORMATION

Application / License Type	Special License / Permit <small>Refer to Chapter 5 SMC for special license requirements</small>
<input type="radio"/> New Application <input type="radio"/> Resident Business (INSIDE city limits) <input type="radio"/> Home Occupation (requires additional fee/form) <input type="radio"/> Mall Space/Consignment <input type="radio"/> Farmers Market Vendor <input type="radio"/> Non-Resident Business (OUTSIDE city limits - \$25 fee) <input type="radio"/> Non-Profit Business License <input type="radio"/> Change of Information <input type="radio"/> Renewal <input type="radio"/> Special License/Permit (select from column to the right)	<input type="radio"/> Adult Entertainment <input type="radio"/> Fireworks <input type="radio"/> Gambling <input type="radio"/> Mobile Food Vendor <input type="radio"/> Solicitor/Canvasser <input type="radio"/> Pawnshop <input type="radio"/> Taxicab <input type="radio"/> Other: _____ <i>Special licenses may require additional application forms and fees; please allow extended processing time.</i>

BUSINESS INFORMATION

Legal Business Name:	
Doing Business As (DBA) Name:	
Type of Business:	
Business Address:	Mall Space #:
City, State, Zip:	
Business Phone:	E-mail:
Contact Name:	Phone #:
Mailing Address:	City, State, Zip:
Emergency Contact:	Phone #:
WA State UBI # (required):	Contractor License #:
Description of Business Activities:	
Other mall spaces / business locations within City:	

CITY USE ONLY

Received Date	Received By:	Amount Paid:	Receipt Number:
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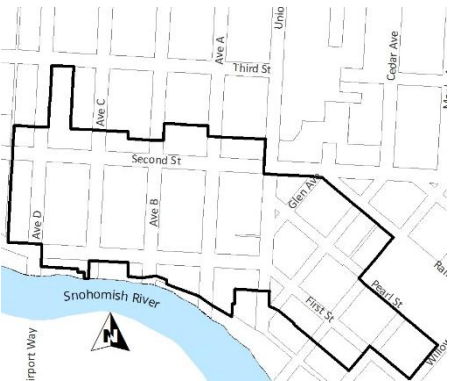
NON-RESIDENT LICENSE (OUTSIDE CITY LIMITS): \$25.00 ANNUAL FEE
NON-PROFIT LICENSE: NO ANNUAL FEE

RESIDENT BUSINESS LICENSE ONLY

BUSINESS OWNER INFORMATION		Owners & Full-Time Employees	Fee Based on Number of Owners & Employees	
Owner Name:		# _____	0 – 4	\$25.00
Mailing Address:			5 – 8	\$55.00
City, State, Zip:		THIS FEE IS NON-REFUNDABLE	9 – 10	\$100.00
Owner Name:			11 – 15	\$125.00
Mailing Address:			16 – 20	\$150.00
City, State, Zip:			21 – 30	\$200.00
			31 – 40	\$250.00
			41 +	\$425.00
Ownership Type:	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit		Farmer's Market Vendor	
		Mall Space/Consignment		\$25.00

SNOHOMISH PARKING AND BUSINESS IMPROVEMENT AREA (PBIA)

APPLIES ONLY TO RESIDENT BUSINESS LICENSES LOCATED WITHIN HISTORIC BUSINESS DISTRICT

RETAIL		NON-RETAIL		OTHER BUSINESS	
Square Footage	PBIA Fee	Square Footage	PBIA Fee	Business Type	PBIA Fee
<input type="checkbox"/> Mall Space(s)	\$25.00	<input type="checkbox"/> < / = 500 sf	\$25.00	<input type="checkbox"/> Financial Institutions	\$250.00
<input type="checkbox"/> < / = 150 sf	\$25.00	<input type="checkbox"/> 501 – 1,000 sf	\$50.00	<input type="checkbox"/> Hotel, Motel, Bed & Breakfast	\$12.50 per Room # _____
<input type="checkbox"/> 151 – 500 sf	\$50.00	<input type="checkbox"/> 1,001 – 1,500 sf	\$75.00	<i>Minimum Assessment: \$12.50</i> <i>Maximum Assessment: \$250.00</i>	
<input type="checkbox"/> 501 – 1,000 sf	\$100.00	<input type="checkbox"/> 1,501 – 2,000 sf	\$100.00		
<input type="checkbox"/> 1,001 – 1,500 sf	\$150.00	<input type="checkbox"/> 2,001+ sf	\$125.00		
<input type="checkbox"/> 1,501 – 2,000 sf	\$200.00	<i>Minimum Assessment: \$25.00</i> <i>Maximum Assessment: \$125.00</i>			
<input type="checkbox"/> 2,001+ sf	\$250.00				
<i>Minimum Assessment: \$25.00</i> <i>Maximum Assessment: \$250.00</i>				<u>Businesses in Historic District That Are Exempt from PBIA Assessment:</u> <input type="checkbox"/> Qualified charitable organizations (IRS Code 26 USC 170) <i>must provide supporting documentation.</i> <input type="checkbox"/> Governmental agencies <input type="checkbox"/> Private residences <input type="checkbox"/> Special event sponsors and participants <input type="checkbox"/> Participants in the Farmers' Market <input type="checkbox"/> Entertainers and/or artists engaged in business on streets or in parks within the PBIA area. <i>Please check appropriate box if your Historic District business is exempt.</i>	
 <p align="center">HISTORIC BUSINESS DISTRICT</p>		<p>On December 17, 2002, the Snohomish City Council adopted Ordinance 2017 creating the Parking and Business Improvement Area (PBIA). A majority of business owners within the PBIA requested this action that assesses an annual fee, based on square footage, to businesses located within the Historic Business District.</p> <p>Assessments can be appealed in writing at City Hall, 116 Union Avenue, Snohomish, WA 98290.</p> <p>For information regarding PBIA services and meetings please contact Historic Downtown Snohomish (HDS).</p>			

FEE CALCULATION

APPLICANT VERIFICATION

Business License Fee	\$	I certify under penalty of perjury that the information above is correct to the best of my knowledge and belief. _____ Signature Date
Special Event/Permit Fee	+ \$	
PBIA Assessment	+ \$	
Total Fee (Cash/Check Only)	= \$	
		The City of Snohomish Tax Code is 3115 – please provide this number on your State excise tax return so your dollars work locally. Thank you!