

## HOME OCCUPATION PERMIT

### **“Home Occupation” Defined:**

“Home occupation” means an occupation carried on entirely within a residence by the occupants thereof, which activity is clearly incidental to the use of the residence as a dwelling and which does not change the residential character thereof, and is conducted in a manner as to not give any outward appearance of a business in the ordinary meaning of the term. This occupation does not infringe upon the right of neighboring residents to enjoy a peaceful occupancy of their homes for which purpose the residential zone was created and primarily intended.

### **Purpose:**

The Washougal Municipal Code specifies certain size, location, dimensional and other requirements that are specific to home occupations. These requirements apply regardless and are in addition to the use and dimensional requirements for the zoning district in which the property is located.

### **Procedure:**

Upon receipt of an application for a Home Occupation Permit, the Community Development Department will:

1. Within twenty eight (28) calendar days of submittal, the director shall determine if the application is **Technically Complete** and shall send the applicant a letter stating such or identifying what additional information is requirement to make it technically complete.
2. The director shall approve, approve with conditions, or deny the application within 28 calendar days after the date the application was accepted as technically complete; provided, that an applicant may agree in writing to extend the time in which the director shall issue a decision. Time spent by the applicant to revise plans or provide additional studies or materials requested by the City shall not be included in the 28-day period.
3. The decision may be appealed, by applicants or parties of record, or any person aggrieved by the interpretation or approval, to the hearing examiner, within 14 calendar days after issuance of the notice of the decision or after other notice that the decision has been made and is appealable. New evidence can be introduced and new issues can be raised before the hearing examiner and the examiner shall make an independent decision based on all of the evidence in the whole record.

<b>Approval Criteria:</b>
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Pursuant to Washougal Municipal Code 18.46.130, home occupations must comply with the following provisions:

- (1) There shall be no structural alteration to accommodate the occupation.
- (2) Except for day care centers, not more than 25 percent of the floor space of the main floor, which may be in the basement or on the first floor only, of such dwelling may be used, and under no circumstances shall exceed 500 square feet in area.
- (3) Home occupations shall not be conducted in accessory buildings detached from the principal dwelling.
- (4) There shall be no external features or characteristics that suggest the principal building is used for anything except a residence; there shall be no commercial advertising, no window displays, nor sample commodities displayed outside the principal building.
- (5) No material or mechanical equipment shall be used which will be detrimental to the residential use of the property or surrounding residences and properties because of vibration, noise, dust, smoke, odor, interference with radio or television reception, or other factor.
- (6) Materials or commodities delivered to or from the residence which are of such bulk or quantity as to require delivery by a commercial motor vehicle or a trailer, or the parking of customers' motor vehicles in a manner or frequency causing disturbance or inconvenience to nearby residents, or so as to necessitate a public parking lot, shall be prima facie evidence that the occupation is a primary business, and not a home occupation.

<b>Submittal Requirements:</b>
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The following checklist identifies information to be included with the application. **All** items must be submitted, and or addressed, before the application will be considered Technically Complete.

☐ **1. APPLICATION FORM:**

The application form shall be completed and original signed in ink by the owner(s) of record or their authorized representative. If signed by an authorized representative, a letter of authorization signed by the owner of record identifying the authorized representative to act on their behalf shall accompany the application.

☐ **2. VICINITY MAP:**

A vicinity map shall be provided identifying the subject property where the home occupation is proposed to occur.

☐ **3. FLOOR PLAN:**

A floor plan of the residence shall be provided indicating the area that the business activity will be occurring.

☐ **4. APPLICATION FEE:**

A non-refundable application fee of \$80.00.

Questions regarding any of the above may be direct to the Community Development Department, 1701 "C" Street, Washougal, WA 98671, (360-) 835-8501.

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**CITY OF WASHOUGAL  
HOME OCCUPATION APPLICATION**

**APPLICANT:**

Name	Phone	
Address	E-mail	
City	State	Zip

**PROPERTY OWNER (list multiple owners separately)**

Name	Phone	
Address	E-mail	
City	State	Zip

**LOCATION OF PROJECT:**

Site Address: \_\_\_\_\_ Cross Street: \_\_\_\_\_  
Serial #s of parcels included: \_\_\_\_\_  
Comp Plan Designation: \_\_\_\_\_ Zoning: \_\_\_\_\_ Overlay Zone(s): \_\_\_\_\_  
1/4 of Sec: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**HOME OCCUPATION QUESTIONNAIRE:**

1. Describe the proposed home occupation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Does the proposed home occupation require alteration to the dwelling? \_\_\_\_\_
3. What square footage of the dwelling will be used for the home occupation? \_\_\_\_\_
4. What is the total square footage of the dwelling? \_\_\_\_\_
5. What type of material or equipment will be used in the home occupation business? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What type and quantity of materials will be delivered to the location of the home occupation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What will the frequency of deliveries/pickups be? \_\_\_\_\_  
\_\_\_\_\_
8. Will the proposed home occupation generate traffic or will customers come to the residence? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. What are the operating hours of the proposed home occupation? \_\_\_\_\_
10. Is there additional information you feel is pertinent for city staff to know in order to make this determination? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION:**

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

**In addition, my signature below grants permission for city staff to access or enter the subject property to examine the site (not the home).**

\_\_\_\_\_  
Authorized Signature (Letter of authorization required if other than property owner)

\_\_\_\_\_  
Date

SUBMIT THIS APPLICATION TO THE COMMUNITY DEVELOPMENT DEPARTMENT AT CITY HALL,  
1701 "C" STREET, WASHOUGAL, WA (360) 835-8501.