



Home Occupation Application

CITY OF PUYALLUP

Development Services
333 S. Meridian
Puyallup, WA 98371
Phone: 253-864-4165
Fax: 253-840-6678
www.cityofpuyallup.org

Submittal Checklist:

Application is signed and dated

8 Copies of completed application form

8 Copies of location map indicating location of property in relation to adjacent properties and major streets, no larger than 8 1/2" x 11"

8 Copies of 8 1/2" x 11" site plan showing boundaries of property, structures, driveway etc.

Application Fee: **\$140.00**

1 (one) CD of complete submittal package

Office Use Only:

Submittal Date: ____/____/____ Case No: ____-____-____ Related Case No: ____-

Home occupation means an occupation, business or profession which is conducted on a property that is principally in residential use and zoned exclusively for residential purposes. A home occupation is carried out solely by the residents of said property, and is clearly incidental and secondary to the use of the property for residential purposes.

When preparing the application, please print or type the reply to each question. If you have any questions, please contact the Development Services Center at (253)-894-4165. The following requested plans, specifications and other documents pertaining to the application shall be submitted at the time of filing. **Please note that incomplete applications cannot be accepted.**

To help you understand City standards and the Home Occupation Application Review process, a pre-application meeting is strongly encouraged. This pre application meeting can be scheduled within a short period of time (e.g. 1 week) and is free of charge.

Application Information

Site Information:

Parcel Number:

Street Address:

Applicant Information (if applicable):

Name:

Company/Organization:

WA License #:

Exp. Date:

City Business License #:

Street Address:

City:

State:

Zip:

Phone:

E-mail

Owner Information:

Name:

Street Address:

City:

State:

Zip:

Phone:

E-mail

Home Occupation Business Information:

Name of Business:

Type of Services / Goods:

Hours of Operation:

Site Information

| | |
|--|-------------------------------------|
| Zoning Designation: | Parcel Size in Acres / Square Feet: |
| Size of Dwelling in Square Feet: | |
| Square Footage of Area That the Home Occupation Will Occupy: | |

Home occupations shall be subject to meeting and maintaining the following conditions. Please respond fully as to how your request meets these conditions. If you need additional space please, please reference and attach any such information

1. No home occupation shall involve automobile repair, body work, upholstering or similar automobile-related activity as stated in **PMC 20.75.012.**

2. A home occupation shall be conducted in a dwelling or accessory building and shall be clearly incidental and secondary to the use of the structure as a dwelling. No such home occupation shall occupy a floor area greater than 25% in the area of the total enclosed floor area on the property. **PMC 20.75.015 (1)**

3. In no way shall the appearance of the structure or premises and property be so altered, or the conduct of the occupation within the structure be such that the structure or premises may be reasonably recognized as serving the home occupation. Such alteration or conduct shall include but not be limited to color, materials, construction, lighting, signs, sounds, noises, storage of construction equipment, vehicle parking area, radio or television interference, vibrations, smoke, odors and/or display of equipment or materials. **PMC 20.75.015(2)**

4. Employees who do not reside at the location of the home occupation may be allowed to work at the home occupation; vehicular trips associated with employees entering and leaving the site for employment shall count toward the max trips allowed. **PMC 20.75.015 (3)**

5. No motor or mechanical equipment shall be permitted other than that normally incidental to the use of the structure as a dwelling. Nor shall any home occupation involve the use of commercial vehicles, other than those owned by the occupant for the delivery of products or materials to and from the premises, except that no such vehicle shall exceed one ton in capacity. **PMC 20.75.015 (4)**

6. No home occupation shall result in the use of utilities or the generation of traffic by the property beyond what is normal and typical to a residential use. For more information, please see **20.75.015 (5)** of the Puyallup Municipal Code.

Estimated Number of Visitor Vehicle Trips Per Day (each trip coming to and each trip leaving from the property is considered to be a single vehicle trip, so that each visitor to the home occupation would typically generate two vehicle trips): _____

For Staff use only
Maximum Allowed Visitor Vehicle Trips: _____
(A) _____ **X (S)** _____ **X (Z)** _____ = _____ **(VTD)**

In the case of any Marijuana Producer, Processor, and or Retailer the city shall not issue a city business license to any person who will operate as a marijuana processor, marijuana producer, or marijuana retailer, as such terms are defined in PMC 20.15.005.

Submittal Requirements for a Home Occupation Permit

The following items must be included with the application.

- 8 Copies of the signed and dated completed application form. Please print or type. For any items which are not applicable to your request, please mark "N/A". Do not leave any question unanswered, doing so will make you application incomplete.

- 8 Copies of a vicinity map no larger than 8 1/2" X 11", indicating the location of the property in relation to adjacent streets and major streets. A copy of any Puyallup map clearing marking your property will be sufficient.

- 8 Copies of an 8 1/2" X 11" site plan, dimensioned, drawn to scale and including the following items:
 - The boundaries of the property
 - Dimensions of property and square footage of property
 - Location of existing and proposed structures indicating setback distances from property lines; and square footage of each structure
 - Parking area

Application fee of \$140.00 due at time of submittal. In addition, Business License application and fee due at the time of submittal.

Signage

Under Puyallup Municipal Code 20.75.015 subsection (2) the placement of one nameplate, mounted flush against the wall of the residence, stating the name of the home occupation is permitted. The nameplate may be two square feet or smaller as regulated under Puyallup Municipal Code 20.60.005 (m).

I am intending to hang a nameplate mounted flush against the wall of the residence

No signage is proposed with this home occupation

Certification

I hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements upon request of City staff.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and it's agents the right to enter upon the premises for purpose of conducting all necessary inspections to determine compliance with applicable laws, codes and regulations. The right of entry shall continue until an approval by all applicable City departments has been obtained.

Signature of Applicant: _____ Date _____

Signature of Property Owner: _____ Date: _____