



City of Puyallup

Applications must be completed in full. Incomplete applications will not be processed.

Home Occupation License Questionnaire

Use this form if your business will be operated in a residential zone. This form must be completed in order to process your City of Puyallup business license application. UBI # _____

Name of Business _____

Description of Goods and Services _____

Assessor Parcel Number _____ Business Location Address _____

City _____ State _____ Zip Code _____

Business Mailing Address _____

City _____ State _____ Zip Code _____

Business Contact Name _____ Business Contact Phone Number _____ Contact Email _____

Hours of Operation _____ Hours of Receiving Delivery (if applicable) _____

If property is already being used as a business, what type of business? _____

What year was this business use established on site? _____

Has the site been granted a Condition Use Permit (CUP) or Administrative Conditional Use Permit (ACUP) for the proposed use (if applicable)? If yes please include a copy of the CUP or ACUP Yes No

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.

Area of Home Occupation (square feet):	Size of Dwelling (including detached garages or structures) (square feet):	Percentage of Area:
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Area of Home Occupation (square feet) ÷ Size of Dwelling (square feet) = Percentage of Area

Describe the location of the home occupation within the dwelling.

Please describe any proposed alterations to the dwelling or property for your home occupation (if applicable).

Please list below all employees and their titles (if applicable).

Please list mechanical equipment and vehicles (if applicable) that will be involved in the home occupation. Please describe the use and storage of mentioned equipment.

Please estimate the number of visitors per day your business will generate (if applicable). Please include a brief explanation on how you arrived at this estimated number.

Please describe below any signage that is proposed for the home business:

Additional comments:

I hereby state I am the owner or authorized agent listed above, and certify that all information contained above and in exhibits attached hereto are true and correct to the best of my knowledge and belief. I understand that the process of this application may require additional supporting material upon request of city staff.

Signature of Applicant

Date

Signature of Property Owner

Date

Applications must be completed in full. Incomplete applications will not be processed. Return completed applications to Planning@ci.puyallup.wa.us or Puyallup Permit Counter, 333 S. Meridian, Puyallup, WA 98371.

A new license is required if a business changes location or ownership. Notification to the City of Puyallup is required if the business closes. The City's acceptance of your application does not constitute approval or authorization to conduct business. For questions regarding your application please email Planning@ci.puyallup.wa.us or call 253-864-4165 (ext 3).