



HOME BUSINESS APPLICATION
SVMC 19.65.180 A.

10210 E Sprague Avenue ♦ Spokane Valley WA 99206
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STAFF USE ONLY

Date Submitted: _____	Received by: _____	Fee: _____
Parcel #: _____		File #: HPR- _____

PART I – APPLICATION INFORMATION

Applicant Name:		UBI#:	
Business Name:			
Business Address:			
City:		State:	Zip
Mailing Address:			
City:		State:	Zip
Phone:	Cell:	Email:	

PART II – DETAILS OF HOME BUSINESS

1. Do you plan on altering the exterior of your residence for business? ☐ YES ☐ NO
2. Do you have goods or commodities delivered to your residence? ☐ YES ☐ NO
3. Do you have any customers visiting the premises? ☐ YES ☐ NO
4. Is there a sign advertising the business? ☐ YES ☐ NO
If yes, what is the square footage of sign? _____ Location of sign? _____
5. Do you have any employees? ☐ YES ☐ NO If yes, how many? _____
If yes, does the employee(s) live in the residence? ☐ YES ☐ NO
6. Is the business owner the primary resident? ☐ YES ☐ NO
7. Are you storing anything associated with the business? ☐ YES ☐ NO
If yes, what, and where _____
8. Will you be displaying anything in the residence? ☐ YES ☐ NO
9. What are the hours of operation? _____
10. How many parking spaces are **available/used** on the premise for **Customers**? _____
Employees? _____ and **Residents**? _____
11. Describe in detail the operations associated with your business located in the residence: _____

(SEE OTHER SIDE FOR SIGNATURE)



PART III – AUTHORIZATION

I, (PRINT NAME) _____, the undersigned applicant for a Washington State Master Business License and Spokane Valley registration, hereby swear that the following information regarding the business listed above and based at my home address of _____ is true and correct. I acknowledge that any change in the foregoing conditions, resulting from a change or expansion in business conditions, could require the issuance of a new Home Business Permit. I further agree to report any change in these conditions to the Spokane Valley Community Development Department, Planning Division, within 30 days.

Signature

Date

DISCLAIMER: By accepting this permit and proceeding with the work, the applicant/permittee and owner acknowledges and agrees that: 1) If this permit is for construction of or on a dwelling, the dwelling is/will be served by potable water. 2) Ownership of this City of Spokane Valley permit inures to the property owner. 3) The applicant/permittee is the property owner or has full permission and authority to represent the property owner in this project and carry out the work specified in the permit. 4) All construction is to be done in full compliance with the City of Spokane Valley Municipal Code. The applicable codes are available for review at the City of Spokane Valley Permit Center. 5) The applicant/permittee further declares that they are either: (A) a contractor currently registered and properly licensed in accordance with Chapter 18.27 RCW; (B) the registered or legal owner or authorized agent of the property for which I am applying for permit and not a licensed contractor; or (C) otherwise exempt from the requirements set forth in RCW 18.27.090 and will abide by all provisions and conditions of the exemption as stated. 6) The City of Spokane Valley permit is a permit to carry out the work as specified therein and is not a permit or approval for any violation of federal, state or local laws, codes or ordinances. 7) Compliance with all federal, state, and local laws shall be the sole responsibility of the applicant/permittee and property owner. 8) Plans or additional information may be required to be submitted and subsequently approved before this application can be processed. The City is not responsible for any code violation through the issuance of this permit. 9) Failure to request and obtain the necessary inspections and inspection approvals may necessitate stoppage of work and/or removal of certain parts of the construction at the applicant's/permittee's or property owner's expense.

PART IV – AUTHORIZATION

STAFF REVIEWED THE PROPOSED HOME BUSINESS PURSUANT TO THE FOLLOWING CRITERIA IN
CHAPTER 19.65.180 A. OF THE CITY OF SPOKANE VALLEY MUNICIPAL CODE (SVMC)

MET ALL REQUIREMENTS OF FEE EXEMPTION PURSUANT SECTION 19.65.180 A. 1 a.-e.: ☐ YES ☐ NO

HOME BUSINESS PERMIT REQUIRED SUBJECT TO THE FOLLOWING CONDITIONS PURSUANT TO THE CITY OF SPOKANE VALLEY DIVISION OF PLANNING:

- 1) The owner/applicant shall comply with all requirements and regulations of the Zoning Code and the established criteria of the operation of a home business.

APPROVED SUBJECT TO THE CONDITIONS NOTED ABOVE:

COSV Staff Signature

Revised 01/26/2026

Date