

**CITY OF WOODINVILLE****Development Services Department**425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072

Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

Return completed forms to **HOP@ci.woodinville.wa.us****HOME BUSINESS PERMIT**

BUSINESS NAME:	PERMIT NO:
BUSINESS ADDRESS:	Unit #
PARCEL NO:	PERMIT TYPE: ☐ Level 1 ☐ Level 2 (additional fee) See page 2 for more information

BUSINESS OWNER INFORMATION	PROPERTY OWNER INFORMATION
NAME:	NAME:
MAILING ADDRESS:	MAILING ADDRESS:
PHONE NUMBER:	PHONE NUMBER:
EMAIL ADDRESS:	EMAIL ADDRESS:

BUSINESS INFORMATION
DESCRIPTION OF BUSINESS:

RESIDENCE FLOOR AREA: Square feet	BUSINESS FLOOR AREA: Square feet
NUMBER OF EMPLOYEES (including owner):	Do all employees reside at the residence? ☐ Yes ☐ No
NUMBER OF PARKING STALLS ON-SITE:	Is there a vehicle for the business? ☐ Yes ☐ No
EXTERIOR SIGNAGE: ☐ Yes ☐ No	Will alteration of the residence be required? ☐ Yes ☐ No
OUTSIDE STORAGE: ☐ Yes ☐ No	Will clients come to residence? ☐ Yes ☐ No

A location map and site plan must be submitted. The map must show the following information:

- ☐ Location of buildings, patios, walkways, and parking areas including dimensions and capacity of parking
- ☐ Location and design of proposed signage
- ☐ Location and dimensions of office, storage areas, or other space used under this permit

PLEASE READ THE REGULATIONS ON PAGE TWO OF THIS FORM AND SIGN BELOW.

I certify under penalty of perjury that I am the owner of the above property and the information furnished by me is true and correct to the best of my knowledge. I certify that all applicable federal, state, county, and City of Woodinville requirements for the work authorized by this permit shall be met.

I agree that my home occupation will be conducted in such a manner that none of these regulations will be violated.

Business Owner_____
Date_____
Property Owner (if required*)_____
Date

*Determination made by Development Services based on evaluation of potential impacts.

STANDARD	LEVEL 1 HOME BUSINESS REGULATIONS (WMC 21.41.030)	LEVEL 2 HOME BUSINESS REGULATIONS (WMC 21.43.020)
Definition	WMC 21.11B.090 Level 1 home business includes business activities occurring entirely inside a residence including attached garage;	WMC 21.11B.090 Level 2 home business includes business activities occurring inside a residential accessory building, barn, or other accessory buildings on site associated with a residence. A Level 2 home business may include some business activities inside the residence in addition to the business activities in the accessory buildings.
Lot size minimum	None.	The site area shall be no less than one acre.
Maximum floor area	The total area devoted to all home occupation(s) shall not exceed 20 percent of the floor area of the dwelling unit. Areas within attached garages and storage buildings shall not be considered part of the dwelling unit for purposes of calculating allowable home occupation area but may be used for storage of goods associated with the home occupation.	The area of the home industry shall not exceed 50 percent of the floor area of the dwelling unit. Areas within attached garages and storage buildings shall not be considered part of the dwelling unit for purposes of calculating allowable home industry area but may be used for storage of goods associated with the home occupation.
Employees	No nonresident shall be employed by the home occupation(s).	No more than two nonresidents shall be employed in a home industry.
Parking	– In addition to required parking for the dwelling unit, one on-site parking stall shall be provided when services are rendered on-site. – The home occupation(s) may use or store a vehicle for pickup of materials used by the home occupation(s) or the distribution of products from the site, provided: a) No more than one such vehicle shall be allowed; b) Such vehicle shall not park within any required setback areas of the lot or on adjacent streets; and c) Such vehicle shall not exceed a weight capacity of one ton.	– In addition to required parking for the dwelling unit, on-site parking shall be provided as follows: a) One stall for each nonresident employee of the home industry; and b) One stall for customer parking. – Additional customer parking shall be calculated for areas devoted to the home industry at the rate of one stall per: a) One thousand square feet of building floor area; and b) Two thousand square feet of outdoor work or storage area. – No vehicle, equipment or material shall be parked or stored within any required setback areas of the lot or on adjacent streets.
Sales	Sales shall be limited to mail order, Internet sales and telephone sales with off-site delivery. Services to patrons shall be arranged by appointment or provided off-site.	Sales shall be limited to items produced on-site, except for items collected, traded, and occasionally sold by hobbyists, such as coins, stamps, and antiques.
Prohibited Uses	– The following activities shall be prohibited as home occupations: a) Automobile, truck and heavy equipment repair; b) Autobody work or painting c) Parking and storage of heavy equipment; and d) Storage of materials used by the construction trades for use off site.	– The following activities shall be prohibited as a home industry: a) Outdoor repair of any automobile, truck or heavy equipment, pursuant to subsection (9)(d) of this section; b) Outdoor autobody work, pursuant to subsection (9)(d) of this section; c) Autobody painting; d) Outdoor is defined to include carports or other unenclosed structures.
Other Requirements	– All the activities of the home occupation(s) shall be conducted indoors, except for those related to growing or storing of plants used by the home occupation(s). – The home occupation(s) shall not use electrical or mechanical equipment that results in: a) A change to the fire rating of the structure(s) used for the home occupation(s); b) Visual or audible interference in radio or television receivers, or electronic equipment located off-premises; or c) Fluctuations in line voltage off-premises.	- Ten feet of Type I landscaping shall be provided around portions of parking and outside storage areas which are otherwise visible from adjacent properties or public rights-of-way - The Development Services Director shall ensure compatibility of the home industry by: a) Limiting the type and size of equipment used by the home industry to those which are compatible with the surrounding neighborhood; b) Providing for setbacks or screening as needed to protect adjacent residential properties; c) Specifying hours of operation; d) Determining acceptable levels of outdoor lighting; and e) Requiring sound level tests for activities determined to produce sound levels which may be in excess of those set forth in the WMC.