

HOME OCCUPATION APPLICATION

Submittal Requirements

CHECKLIST

- ☐ Application fee: 3hrs staff time (one-time fee)
- ☐ A site plan showing:
 - ☐ Current property lots with lot lines, block number and lot numbers
 - ☐ Existing buildings
 - ☐ On-street parking
 - ☐ On-site parking (either inside or outside of garage; minimum size 9'x 19' each)
 - ☐ North Arrow
- ☐ A floor plan, to scale or with dimensions, of the building with the home occupation showing:
 - ☐ Room(s) used for home occupation business
 - ☐ Square footage of rooms
- ☐ If the home business exceeds 500 square feet, the structure must comply with all commercial building code requirements. Contact city building staff for information prior to filling out this application.
- ☐ All easements, deeds, restrictions or other encumbrances restricting the use of the property, if applicable
- ☐ A City Business License. The City requires that no person engage in any business within the City limits without first obtaining and being the holder of a valid and current business license (PTMC Chapter 5.08). This is an annual license. Please check with the City Finance Department or under the "Doing Business" section on the City website for additional information.

For more Home Occupation information, see Port Townsend Municipal Code Chapter 17.56 or the website: <http://www.cityofpt.us/municipalcode.htm>

*For property legal description and parcel number, see Jefferson County Assessor's office, or website <http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>

