

Home Occupation Permit Application (BLR)

(Required only if customers visit home)

Email completed application to cddplanning@cityofvancouver.us

TYPE OF HOME OCCUPATION BUSINESS

☐ Contractor
 ☐ Retail
 ☐ Service
 ☐ Wholesale
 ☐ Other

PLEASE BE ADVISED

Include a Floor Plan with your application.

BUSINESS SITE LOCATION AND INFORMATION

Site address:	Parcel #:
Business Name:	DBA:
UBI# (9-digit number):	
First date of conduction business:	Is this: ☐ A new business ☐ An existing business

DESCRIPTION OF BUSINESS

APPLICANT

Name:	Phone:	Email:
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ZONING INFORMATION

Zoning District:	How many employees, in addition to the owner, will be employed at the address?
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PLEASE NOTE: This application is only for a home occupation permit. You must also be registered with Washington State and either hold a valid City of Vancouver business license or, if qualified, claim a City license exemption. Please visit the Washington Department of Revenue: [Department of Revenue](http://www.dor.wa.gov)

HOME OCCUPATION STANDARDS

You may operate a business in your home only when the following development standards are met, as allowed under Vancouver Zoning Ordinance 20.860.

1. Home occupation must be clearly subordinate to the residential use of the property and will not be detrimental or disruptive in terms of appearance or operation to neighborhood properties.
2. A current and valid City of Vancouver business license is maintained or, if applicable, a valid City business license exemption claim (Determination of Exemption Checklist) is on file. Visit our [City's Business License](#) page for more information.
3. Not more than 25% of the combined floor space of main and accessory buildings or 1,000 sq ft (whichever is less) may be used for business activities. Please submit floor plan of home indicating area to be used for home occupation.
4. Two nonresident employees are permitted (off-street parking must be provided). The person providing the business must reside within the dwelling.
5. Retail sales are prohibited except when the product to be sold is clearly incidental to the services authorized.
6. Signage – one door nameplate or freestanding sign not to exceed 2 sq ft is permitted (refer to VMC 20.860 for more details).
7. No commercial vehicles allowed associated with home occupations.
8. All other criteria outlined in [VMC 20.860](#)

REQUIRED SIGNATURES

I have read the above and agree to comply with the requirements.

Applicant Signature:	Date:
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HOC SUBMITTAL REQUIREMENTS

- ☐ Signed and dated Application Form (email to cddplanning@cityofvancouver.us)
☐ Floor plan indicating area to be used for home occupation
☐ Fee paid.