



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

HOME OCCUPATION

WHAT IS A HOME OCCUPATION?

Home occupation is doing business from your home. In the Snohomish Municipal Code (SMC) 14.100, it is defined as a limited-scale service activity undertaken for financial gain within minimal or no on-site sales, which occurs in a dwelling unit or accessory building and is subordinate to the primary use of the premises as a residence.

HOW CAN I GET HOME OCCUPATION APPROVAL?

Home occupations require permit approval from the City of Snohomish, in addition to a City Business License.

WHAT IS THE CRITERIA FOR HOME OCCUPATION APPROVAL?

Home occupations must meet the following conditions:

- The occupation must be conducted within an enclosed building.
- No indication of the occupation, such as outdoor storage areas, abnormally higher traffic volumes, noise, vibration, dust, smoke, or odors shall be evident from outside the building in which the occupation is located.
- The occupation shall not produce ground water pollution or introduce objectionable waste into the City sewer system.
- No more than one (1) person outside the immediate family group residing on the premises shall engage in such occupation.
- Signage must comply with Chapter 14.245 of the Snohomish Municipal Code.
- The occupation cannot exceed twenty-five percent (25%) of the home square footage.
- The occupation must have a City business license.
- The premises must be occupied by the occupation owner.
- The occupation will receive no more than 4 outside visits per day.

HOW DO I APPLY FOR A HOME OCCUPATION PERMIT?

To apply, you must submit a complete application package to the City of Snohomish Planning and Development Services Department, at 116 Union Avenue. You may also call (360) 568-3115 to speak with a staff member.

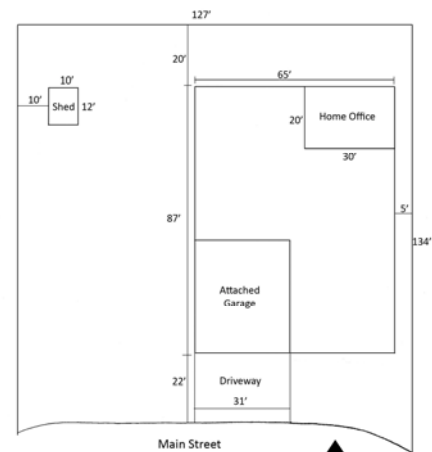
The City Business License will not be issued until the Home Occupation permit is approved.

WHAT DOES THE CITY NEED TO REVIEW MY APPLICATION?

To be considered for a Home occupation permit, you must submit a Home Occupation Application, a Land Use Application, and a site plan of the location of the home occupation. The site plan must show the location of all structures on the site, including accessory buildings. Property lines and streets (labeled) must also be displayed, in addition to dimensions of the space to be used, and the total square footage of the residence. A fee of \$25 is due at the time of application, in addition to the Business License application fee.

CAN I DRAW MY OWN SITE PLAN?

Your site plan does not have to be professionally drawn. You may draw your own site plan, as long as it is readable, and contains all the details required to complete the review.



Example of an acceptable hand-drawn site plan