



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

HOME OCCUPATION APPLICATION

For more information, refer to Snohomish Municipal Code (SMC) 14.207.075(3)

Date:		File #:	
Address:			
Land Use Designation:		Property Tax #(s):	

APPLICANT/CONTACT

Name:	
Address:	
City/State/Zip:	
Phone:	
Cell Phone:	
Alternate Phone:	
E-mail:	

OWNER (IF DIFFERENT FROM APPLICANT)

Name:	
Address:	
City/State/Zip:	
Phone:	
Cell Phone:	
Alternate Phone:	
E-mail:	

FEE

<input type="checkbox"/>	Home Occupation Fee	\$ 25.00	Date of Receipt:	Receipt #:
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QUESTIONS

Provide a detailed description of your home occupation:	
Will the home occupation be conducted at your principle residence?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will the home occupation be secondary to the use of the structure as a residence?	<input type="checkbox"/> YES <input type="checkbox"/> NO
How many occupants of the residence will be involved in the home occupation?	
How many persons will be involved in the home occupation that do not reside in the residence?	
What are the hours of operation for the home occupation?	
How many customers per day do you anticipate?	
How many deliveries per week do you anticipate?	



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Total square footage of floor area, including accessory buildings that will be used for the home occupation:

--

Total square footage of the residence:

--

Will the home occupation be conducted within an enclosed building, including storage of materials / equipment?

--

Will the home occupation include a sign? If yes, please describe

<input type="checkbox"/> YES <input type="checkbox"/> NO	
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State how the home occupation will / will not create one or more of the following problems:

High volumes of traffic/traffic hazards:	
Demand for parking spaces:	
Noise:	
Vibration:	
Dust:	
Smoke:	
Odor:	
Visible storage of materials/equipment:	

BUSINESS LICENSES WILL NOT BE ISSUED UNTIL A HOME OCCUPATION PERMIT IS OBTAINED

Signature of Owner or Authorized Agent _____ Printed Name _____ Date _____

Permit Coordinator: _____ Date: _____



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LAND USE APPLICATION

<input type="checkbox"/> BOUNDARY LINE ADJUSTMENT <input type="checkbox"/> CONDITIONAL USE <input type="checkbox"/> DESIGN REVIEW <input type="checkbox"/> DEVELOPMENT PLAN <input type="checkbox"/> HOME OCCUPATION <input type="checkbox"/> PLAT <input type="checkbox"/> SHORT PLAT <input type="checkbox"/> FINAL PLAT <input type="checkbox"/> PLANNED RESIDENTIAL DEVELOPMENT <input type="checkbox"/> SEPA (ENVIRONMENTAL REVIEW) <input type="checkbox"/> SHORELINE SUBSTANTIAL DEVELOPMENT <input type="checkbox"/> STREET VACATION <input type="checkbox"/> VARIANCE <input type="checkbox"/> OTHER: _____ PROJECT ADDRESS OR LOCATION: 	FOR OFFICE USE ONLY							
	FILE #:							
	DATE:							
	REC'D BY:							
	FEE:							
	RECEIPT #:							
	<input type="checkbox"/> HE <input type="checkbox"/> STAFF <input type="checkbox"/> DRB <input type="checkbox"/> CC							
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Permit Type</td> <td style="width:10%;">1</td> <td style="width:10%;">2</td> <td style="width:10%;">3</td> <td style="width:10%;">4</td> <td style="width:10%;">5</td> <td style="width:10%;">6</td> </tr> </table>	Permit Type	1	2	3	4	5	6
Permit Type	1	2	3	4	5	6		
	STAMP IN DATE							
Land Use Designation:								
Property Tax#(s): (14 digits)								
Property Owner:	Phone:							
Mailing Address:	E-mail:							
Applicant/Agent:	Phone:							
Mailing Address:	E-mail:							
Please Attach a Detailed Description of Your Request Note: Property Legal Description Must be Attached								
SIGNATURE OF OWNER(S):								
<p>The undersigned owner, and his/her/its heirs and assigns, in consideration of the processing of the application, agree to release, indemnify, defend and hold the City of Snohomish harmless from any and all damages, including reasonable attorney's fees, arising from any action or infraction based in whole or in part upon false, misleading, inaccurate or incomplete information furnished by the owner, his/her/its agents or employees. The undersigned owner grants his/her/its permission for public officials and the staff of the City of Snohomish to enter the subject property for the purpose of inspection and posting attendant to this application.</p> <p>I/We, hereby attest that I am/we are the owner(s) in fee simple of the property involved in this application and that the foregoing statements and answers contained herein, and the information herewith submitted, are in all respects true and correct to the best of my/our knowledge and belief. I/We shall be solely responsible for verification of all property lines and setbacks. I/We also understand that signing and submitting this application authorizes City staff and agents to enter and inspect the site at any reasonable time for the purpose of reviewing this application.</p>								
_____ Signature	_____ Printed Name							
_____ Date								
Subscribed and sworn to before me this _____ day of _____, 20 _____								
_____ Notary Name Printed								
_____ Signature of Notary								
Notary Public in and for the State of Washington, County of Snohomish. Appointment expires: _____								



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BUSINESS LICENSE APPLICATION

● Please print clearly or type ●

Application / License Type	Special License / Permit Information
<input type="checkbox"/> New Application <ul style="list-style-type: none"> <input type="checkbox"/> Resident Business (located IN City limits) <ul style="list-style-type: none"> <input type="checkbox"/> Home Occupation (additional forms/fees required) <input type="checkbox"/> Mall Space/Consignment <input type="checkbox"/> Farmers Market Vendor <input type="checkbox"/> Non-Resident Business (located OUTSIDE City Limits) <input type="checkbox"/> Change of Information <input type="checkbox"/> Renewal <input type="checkbox"/> Special License/Permit (select from column at right, and refer to SMC Chapter 5 at www.ci.snohomish.wa.us for special license requirements)	<input type="checkbox"/> Special Event Permit <input type="checkbox"/> Taxicab <input type="checkbox"/> Fireworks <input type="checkbox"/> Solicitor/Canvasser <input type="checkbox"/> Pawnshop <input type="checkbox"/> Gambling <input type="checkbox"/> Adult Entertainment <input type="checkbox"/> Tattoo Parlor <input type="checkbox"/> Other: _____

Special licenses may require additional application forms, fees, and/or information; please allow for extended processing time.

Legal Business Name: _____

Doing-Business-As (DBA) Name: _____

Type of Business: _____

Business Phone No.: _____ **Business Email:** _____

Business Address: _____ **Mall Space #:** _____

City, State, Zip: _____

Mailing Address: _____

City State, Zip: _____

Contact Name: _____ **Contact Phone No.:** _____

Emergency Contact: _____ **Emergency Contact Phone No.:** _____

WA State UBI: _____ **State NAICS Code:** _____

Web address to get NAICS Code: <http://www.ci.snohomish.wa.us/BusinessLicenses.htm>. Select "What is an NAICS code?" and follow the link.

Contractor License No.: _____

Describe Business Activities: _____

Other Mall Spaces / Business Locations within the City: _____

CITY USE ONLY	Received Date:	Received By:	Amount Received:	Receipt Number:

OWNER INFORMATION and BUSINESS LICENSE FEE*

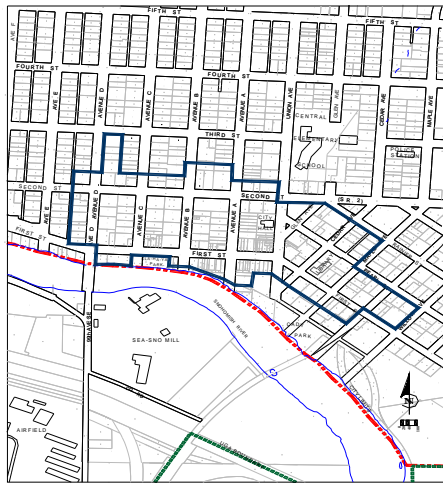
RESIDENT Business License ONLY: Select fee from table below based on the number of owners and fulltime employees. Two part-time employees equal one full-time employee.

NON-RESIDENT Business License ONLY: Annual fee is fixed at \$25.00. **NON-PROFIT Business License:** No Annual Fee

BUSINESS OWNER INFORMATION		Resident License: No. of Owners & Employees	Fee Scale Based on Number of Owners & Employees	
Business Owner Name:		*THIS FEE IS NON-REFUNDABLE	0 – 4	\$25.00
Mailing Address:			5 – 8	\$55.00
City, State, Zip:			9 – 10	\$100.00
			11 – 15	\$125.00
Business Owner Name:			16 – 20	\$150.00
Mailing Address:			21 – 30	\$200.00
City, State, Zip:			31 – 40	\$250.00
			41 or more	\$425.00
Ownership Type:	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust <input type="checkbox"/> Non-profit	Farmers' Market Vendor		\$25.00
		Special Event Vendor		\$5.00

Snohomish Parking and Business Improvement Area

Retail		Non Retail		Other Business	
Square Footage	PBIA Assessment	Square Footage	PBIA Assessment	Business Type	PBIA Assessment
<input type="checkbox"/> Mall Space(s)	\$25.00	<input type="checkbox"/> <= 500	\$25.00	<input type="checkbox"/> Financial Institutions	\$250.00
<input type="checkbox"/> <=150 sf	\$25.00	<input type="checkbox"/> 501 sf to 1,000 sf	\$50.00	<input type="checkbox"/> Hotels, Motels, and Bed & Breakfasts	\$12.50 Per Room(s)
<input type="checkbox"/> 151 sf to 500 sf	\$50.00	<input type="checkbox"/> 1,001 sf to 1,500 sf	\$75.00	Minimum Assessment \$12.50 Maximum Assessment \$250.00	
<input type="checkbox"/> 501 sf to 1,000 sf	\$100.00	<input type="checkbox"/> 1,501 sf to 2,000 sf	\$100.00		
<input type="checkbox"/> 1,001 sf to 1,500 sf	\$150.00	<input type="checkbox"/> >= 2,001 sf	\$125.00		
<input type="checkbox"/> 1,501 sf to 2,000 sf	\$200.00	Minimum Assessment \$25.00 Maximum Assessment \$125.00			
<input type="checkbox"/> >= 2,001 sf	\$250.00				
Minimum Assessment \$25.00 Maximum Assessment \$250.00					



HISTORIC BUSINESS DISTRICT

On December 17, 2002, the Snohomish City Council adopted Ordinance 2017 creating the Parking and Business Improvement Area (PBIA). A majority of business owners within the PBIA requested this action that assesses an annual fee, based on square footage, to businesses located within the Historic Business District.

Assessments can be appealed in writing to the City Manager at 116 Union Avenue, Snohomish, WA 98290.

For information regarding PBIA services and meetings please call Joshua Scott at 360.862.8919.

Businesses Exempt from PBIA Assessment:

- Qualified charitable organizations (IRS Code 26 USC 170) *must provide supporting documentation.*
- Governmental agencies
- Private residences
- Special event sponsors and participants
- Participants in the Farmers' Market
- Entertainers and/or artists engaged in business on streets or in parks within the PBIA area.

Please check appropriate box if your business is exempt.

Total Fee Calculation		Applicant's Verification
Business License Fee	+ \$	<p><i>I certify under penalty of perjury that the information above is correct to the best of my knowledge and belief.</i></p> <hr/> <p style="display: flex; justify-content: space-between;">Signature Date</p>
Special Event/Permit Fee	+ \$	
PBIA Assessment	+ \$	
Total Fees	= \$	

The City of Snohomish Sales Tax Code is 3115.

Please provide this number on your State excise tax return so your dollars work locally. Thank you!