

HOME OCCUPATION APPLICATION PACKET



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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



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HOME OCCUPATION APPLICATION SUBMITTAL PACKET

This packet contains:

1. Frequently Asked Questions about Home Occupation
2. Home Occupation Application Form
3. Land Use Application Form
4. Business License Application Form

Submit Application to:

Planning and Development Services
Permit Coordinator
116 Union Avenue
Snohomish, WA 98290

Permit Counter Hours:
Monday – Friday 9:00 a.m. to 5:00 p.m.

Phone: (360) 568-3115
Fax: (360) 568-1375

For any questions that you might have, please contact the City of Snohomish Planning & Development Services at (360) 568-3115.



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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. The counter is open from 9:00 a.m. until 5:00 p.m., Monday through Friday. You may also call (360) 568-3115 to speak with a staff member.

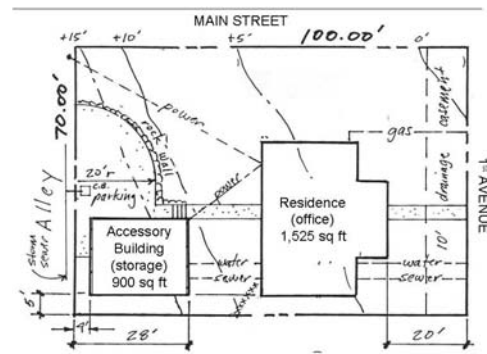
The City Business License will not be issued until the Home Occupation permit is approved.

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 notarized 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. In addition, a fee of \$25 is due at the time of application.

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



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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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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): 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. 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.								
_____ 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*

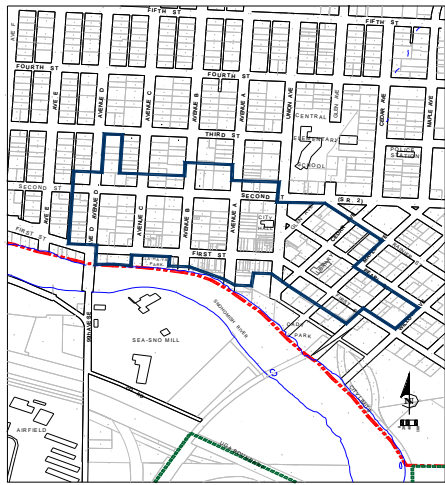
RESIDENT Business License ONLY: Select fee from table below based on the number of owners and fulltime employees. Two part-time employees equal one full-time employee.

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	+ \$	<i>I certify under penalty of perjury that the information above is correct to the best of my knowledge and belief.</i>
Special Event/Permit Fee	+ \$	
PBIA Assessment	+ \$	
Total Fees	= \$	
		Signature _____ Date _____

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!

The City of Snohomish requires a Washington State Unified Business Identifier (UBI) number for all businesses operating in the City Limits. The UBI number is issued by the State upon completion of a Master Business License Application. For more information on the Master Business License Application and obtaining a UBI number, visit <http://www.dol.wa.gov/> or call the Department of Licensing, Master License Service, at: (360) 664-1400

BEFORE YOU SUBMIT YOUR APPLICATION PACKAGE

Did you remember to:

- Include your payment? (business license fee plus \$25.00 home occupation fee)
- Complete the Home Occupation permit application?
- Complete the Land Use application form and have it notarized?
- Complete the Business License application form?
- Include a written statement from the property owner?
- Include a site plan of the proposed property, with square footage included?

USEFUL LINKS:

REFERENCE ITEM	LINK
Snohomish Municipal Code	http://www.ci.snohomish.wa.us/MunicipalCode.htm
Land Use Map	http://www.ci.snohomish.wa.us/MapLandUse.htm
Snohomish Comprehensive Plan	http://www.ci.snohomish.wa.us/ComprehensivePlan.htm
Application Forms	http://www.ci.snohomish.wa.us/FormsApplications.htm
City of Snohomish Design Standards and Guidelines Outside the Historic District	http://www.ci.snohomish.wa.us/PDFs/DesignStandards.pdf
Snohomish Historic District Design Standards	http://www.ci.snohomish.wa.us/PDFs/DesignStandardsHistoricDistrict.PDF
Endangered Species Act Response Planning	http://snoedc.com/pdfs/Snohomish_ESA_Strategy_060704b.pdf

For more information, visit Snohomish City Hall at 116 Union Avenue any time from 9:00 a.m. until 5:00 p.m. Monday through Friday, excluding holidays. You may also contact Planning & Development Services at (360) 568-3115.