



HOME OCCUPATION PERMITS

GENERAL INFORMATION

Business owners must apply for and receive a Home Occupation Permit when they are conducting most types of business activities at a place of residence. The City has three types of Home Occupation Permits: Home Occupation Exemptions, Type I Home Occupation Permits, and Type II Home Occupation Permits. The accompanying Home Occupation Application provides details with regard to each of these different types of Home Occupation Permits.

SUBMITTAL REQUIREMENTS

HOME OCCUPATION PERMITS			
	EXEMPTION	TYPE I	TYPE II
ITEMS REQUIRED TO BE SUBMITTED:	# OF COPIES OF EACH ITEM LISTED:		
Home Occupation Application (attached)	1	1	1
Site Plan (Drawn to Scale)	0	0	2
Floor Plans (Drawn to Scale)	0	0	2
Reduced Site Plan (11" X 17")	0	0	2
Reduced Floor Plan (11" X 17")	0	0	2
Mailing Labels	0	0	1
Mailing Affidavit (attached)	0	0	1
Electronic Copy (in PDF format) of items Submitted	1	1	1

See the accompanying handouts/forms that provide additional information on the submittal items listed above.

PROCESS AND TIMING

The time it takes to get your home occupation permit depends on what type of home occupation permit you are applying for, how many corrections of your submittal materials/plans you need to make, and how quickly and completely you respond when we ask for corrections to the plans and/or materials submitted to us.

Home Occupation Exemptions and Type 1 Home Occupations can generally be issued in just a few days. Type II Home Occupation Permits do take longer to process; however, we try to finish our initial review and provide you with a list of additional information/corrections within two weeks.

OTHER NOTEWORTHY ITEMS

- Handouts and Standard Details can be found on the City's website at www.mountvernonwa.gov or can be obtained at City Hall during normal business hours.
- Most businesses operating in Mount Vernon are required to have a State and City business license. This includes contractors and subcontractors even if the contractor who they are working with already has these licenses.

The purpose of this handout is to assist the public in complying with permit submittal requirements applicable to most situations. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.



HOME OCCUPATION PERMIT APPLICATION FORM

PERMIT NUMBER: _____

1 PROPERTY WHERE WORK IS OCCURRING

ADDRESS:	PARCEL NUMBER(S):
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2 PROPERTY OWNER INFORMATION

NAME:			
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

3 CONTRACTOR INFORMATION

ALL CONTRACTORS & SUBCONTRACTORS MUST HAVE A VALID STATE AND CITY BUSINESS LICENSE PRIOR TO DOING WORK IN THE CITY.

NAME:			
CONTRACTOR'S BUSINESS LICENSES	State License Number:	City License Number:	
	Expiration Date:	Expiration Date:	
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

4 CONTACT PERSON

SELECT THE ONE PERSON THE CITY WILL CONTACT FOR ANYTHING RELATED TO THIS PERMIT? Applicant Property Owner Contractor Other (list below)

NAME:			
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

5 OTHER INFORMATION

TYPE OF HOME OCCUPATION:	<input type="checkbox"/> Exemption <input type="checkbox"/> Type I <input type="checkbox"/> Type II (Complete the worksheet on page 3 to determine the type of home occupation you are applying for)		
HOME OCCUPATION ACTIVITY:			
SQUARE FOOTAGE OF RESIDENTIAL STRUCTURE:	SQUARE FOOTAGE OF HOME OCCUPATION ACTIVITY:		
LIST ALL MECHANICAL OR ELECTRICAL EQUIPMENT USED:	NUMBER OF OFF-STREET PARKING SPACES AVAILABLE:		

⑥ ACKNOWLEDGEMENT & SIGNATURE

APPLICANTS FOR ALL HOME OCCUPATION PERMITS SHALL READ AND INITIAL THE FOLLOWS ITEMS PRIOR TO SIGNING THIS APPLICATION:

	I understand that when a Home Occupation application is taken over the counter it does not mean the application has been deemed technically complete and sufficient for staff review.
	I understand that if I submit incomplete, inaccurate, and/or erroneous information it will take the City longer to process my permits.
	I hereby certify that there shall be no more than three deliveries per week to the residence by suppliers, except that delivery of mail and small packages by the United States Postal Service or by alternative private delivery services shall not be included as supplier deliveries.
	I hereby certify that sales shall be limited to mail order and telephone sales, with off-site delivery and that no on-site retail sales will occur.
	I hereby certify that services to patrons shall be arranged by appointment or provided off site.
	I hereby certify that individual transportation vehicles including taxicabs and limousines used by businesses engaging in furnishing individual or small group transportation by motor vehicle shall not park within any required setback areas of the subject lot or on adjacent streets.
	I hereby certify that there shall be no offensive noise, vibration, smoke, dust, odors, heat, light or glare noticeable at or beyond the property line resulting from the operation.
	I hereby certify that there shall be no storage and/or distribution of toxic or flammable materials, and spray painting or spray finishing operations that involve toxic or flammable materials which, in the judgment of the fire and county health departments, pose a dangerous risk to the residence, its occupants, and/or surrounding properties. I also certify that I shall make available to the fire or county health departments for review the material safety data sheets which pertain to all potentially toxic and/or flammable materials associated with the use.
	I understand that if complaints from those living near my residence are sent to the City that my home occupation permit could be revoked, or I could be compelled to take measures to ensure compatibility with the neighborhood and conformance with the City's home occupation requirements.

THOSE APPLYING FOR A TYPE I HOME OCCUPATION EXEMPTION PERMIT SHALL INITIAL THESE ITEMS PRIOR TO SIGNING THIS APPLICATION:

	I hereby certify that there will be no outside volunteers or employees engaged in the business activity other than the persons principally residing on the premises.
	I hereby certify that there will be no exterior signage installed which identifies the property as a business location.
	I hereby certify that there will be no more than 12 clients or customers that will visit the premises for any reason per week.
	I hereby certify that there will be no exterior storage of materials, goods, or equipment

THOSE APPLYING FOR A TYPE II HOME OCCUPATION EXEMPTION PERMIT SHALL INITIAL THESE ITEMS PRIOR TO SIGNING THIS APPLICATION:

	I hereby certify that there will be no more than one professionally designed and constructed non-illuminating sign, utilizing muted colors, not to exceed two (2) square feet that will be attached to the residence or accessory structure or placed in a window.
	I hereby certify that there will be no more than one outside volunteer or employee who is not a principal resident of the premises.
	I hereby certify that there will be no more than 6 client visits per day or a group of not more than 8 unrelated persons. One client does include a family.
	I hereby certify that in addition to parking required for the residents, there will be no more than two vehicles parked on or in the vicinity of the property as a result of the business at any one time.
	I hereby certify that there will be no exterior storage of materials, goods, and equipment.

I hereby declare that I am either the owner of the property listed on this application or the owner of this property has authorized me to be their representative to act for them. I also declare under penalty of perjury under the laws of the State of Washington that all of the statements and answers contained herein, and the information submitted with this application form, is in all respects true, correct, and complete to the best of my knowledge and belief.

Signature

Date

Printed Name

1. Determine if your activity can be permitted as a home occupation.

Does your business activity include any of the following uses?

- a. Repair, building or servicing of vehicles, antique shop, gift shop, veterinary clinic or hospital, painting of vehicles, trailers or boats, large appliance repair (e.g. stoves, refrigerators, washers and dryers), upholstery, cabinet and woodworking shops, machine and sheet metal shops, material arts or dance/aerobics studio, small engine repair and any use which may include hazardous chemicals, dispensing of medical drugs or other items which may be potentially hazardous to the surrounding area, parking and storage of heavy equipment, storage of building materials for use on other properties, retail sales, mortuaries, dance studios, exercise studios, private clubs, restaurants, family child day care homes providing services for over 12 children, marijuana sales, production, and collective gardens Yes No

2. Determine if your home occupation can be classified as exempt.

Does your business activity include any of the following uses?

- a. Author, composer, or writer Yes No
- b. Completion of paperwork and you have a primary office elsewhere and there are no customers visiting your home Yes No
- c. Garage sale subject to MVMC Chapter 5.60 Yes No
- d. Family day care facility with 12 or fewer children, licensed by the WA State Department of Social and Health Services Yes No

3. Determine if your home occupation is a Type I or Type II activity by answering the following.

- a. Will you have outside volunteers or employees engaged in the business activity, not including the person who lives at the residence? Yes No
- b. Will you have signage visible from the public right-of-way to advertise your activities? Yes No
- c. Will you have more than 12 clients or customers visit your home for any reason per week? Yes No
- d. Will you store materials, goods, or equipment outside of the residence? Yes No

If you answered YES to #1 your business is not permitted as a home occupation.

If you answered YES to #2 a – d and you answered NO to #3 a – d you have an EXEMPT Home Occupation.

If you answered NO to all of the questions under #2 a - d and #3 a – d your activity is a Type I home occupation.

If you answered YES to any of the questions IN #3 a - d your activity is a Type II home occupation.