



HOME OCCUPATION ZONING REQUIREMENTS

DEFINITION AND PURPOSE:

The purpose of this form is to determine whether your City of SeaTac Home Occupation Business conforms to the Zoning Regulations for the Zoning District in which your home occupation is located in.

CRITERIA FOR APPROVAL (SMC 15.17.020):

1. The home occupation is carried on exclusively by a member(s) of a family residing in the dwelling unit and with no more than two (2) outside employees with approved on-site parking.
2. It is clearly incidental and secondary to the primary use of the property for dwelling purposes with the floor area devoted to the home occupation not exceeding twenty-five (25%) percent of the living area of the dwelling unit (not to include the grounds, out buildings, garage, unfinished basement, or other areas not prepared for normal dwelling purposes)
3. The home occupation business has no display, or sign, other than an unlighted display, or sign, not exceed two (2) square feet in size. (Except, that a home occupation conducted by a person who is medically certified as permanently disabled, and which is located on a state highway, may have a sign no larger than 24 square feet).
4. The home occupation business use has no outside storage nor other exterior indication of the home occupation or variation from the residential character of the property.
5. The home occupation business use does not require truck delivery or pickup of goods that is in excess of that common to a residential dwelling.
6. The home occupation business use does not involve installation and use of heavy equipment, large power tools, or power sources not common to a residential dwelling or any other usage which creates a level of noise, vibration, smoke, dust, odors, heat, or glare beyond that which is common to a residential area.
7. The home occupation business does not create an increased level of parking demand beyond that which is normal to a residential area.
8. The home occupation business use does not include automobile, truck, or heavy equipment repair, body work or painting; nor parking or storage of heavy equipment including trucks of over one-ton load capacity, unless within a fully enclosed building; nor outside storage of used parts of vehicles and used machinery in an inoperable condition; nor outside storage of building materials such as lumber, plasterboard, pipe, paint or other construction materials unless being used to construct a specific structure on the premises, pursuant to City Permits.

9. The home occupation business does not involve production, generation, storage or use of hazardous waste, as defined by the State Department of Ecology.
10. The home occupation business involves only sales which are an incidental use and do not constitute regular retail sales on the premises.

APPLICATION PROCEDURE:

1. Complete and file this Zoning Compliance for Home Occupation Application with your City Business License Application with the City of SeaTac Finance Department at City Hall. It will take approximately two (2) weeks from the date of filing this application before a compliance determination on your home occupation business may be completed by the City. (This time frame does not include other departmental review necessary for the business license application)
2. If your Home Occupation Business meets eight (8) of the ten (10) criteria (excluding criteria No. 9), you may request a Special Home Occupation Permit (SHOP). There is a SHOP fee of \$365.00.
 - a. To request a Special Home Occupation Permit, complete a SHOP application acquired from the Community and Economic Development (CED) Department.
 - b. Return the completed SHOP Application to the CED Department and pay the associated fee at this time.
 - c. A SHOP requires a Public Hearing before the Hearings Examiner (HE). The HE may approve or deny your SHOP Application. This process may take 120 days from the time the SHOP Application is filed with the City.
 - d. All adjacent property owners within 300 feet of the Home Occupation Business site will be notified. The Hearing examiner may approve, approve with conditions, or deny the Special Home Occupation Permit Application within 14 working days after the Public Hearing.
 - e. The Hearing Examiner's decision is final, unless appealed in writing to the Superior Court of King County within 10 calendar days of the written findings and conclusions of the Examiner.

SUBMITTAL:

Business License & Home Occupation Compliance Application Fee	\$50.00
Special Home Occupation Permit (SHOP) & Review Fee	\$365.00

FAILURE TO SUBMIT ALL REQUESTED ITEMS, IN A LEGIBLE FORM, WILL DELAY PROCESSING OF YOUR ZONING COMPLIANCE FOR A HOME OCCUPATION BUSINESS APPLICATION AND CITY OF SEATAC BUSINESS LICENSE.



HOME OCCUPATION QUESTIONNAIRE

Please complete the following questionnaire to the best of your ability. If you have any questions, please contact the Community and Economic Development Department at 206-973-4750.

Business Name: _____

Business Owner's Name: _____

Business Address: _____

Mailing Address (if different): _____

Tax Parcel Number: _____ Size _____ SQ.FT. Acres: _____

The applicant must prove that the home occupation use conforms to the criteria of the zoning code. To determine if the use conforms to the criteria, please answer the questions below. You may use additional sheets if necessary.

1. Describe in detail the operation of your business activity:

2. How many employees will be working at this business? (including the business owner)

✓ **Full Time** (30 or more hours per week): _____

✓ **Part Time** (less than 30 hours per week): _____

3. Are any building/remodeling changes to be made to the property? Yes _____ No _____

If yes, please explain: _____

4. Is the home occupation used exclusively by a member(s) of a family residing at the residence?

Yes _____ No _____

If no, please explain: _____

If you have outside employees, how many? _____

5. What is the percent of floor area (within the home) proposed to be used by the home occupation?

• Total square feet of the house: _____ SQ.FT.

• Total square feet of the home occupation area: _____ SQ. FT.
(Excluding the Garage and Outbuildings)

6. Are there any signs proposed for the home occupation? Yes _____ No _____
If so, what is the total square footage and dimensions of the sign or display? _____ SQ. FT.

Note: A home occupation sign is limited to TWO SQUARE FEET and must be placed flat against the residence

7. Is there any outside storage of material proposed for the home occupation? Yes _____ No _____
If yes, please describe: _____

8. Will the home occupation require the delivery of material by a delivery truck, or pick-up?
Yes ____ No ____
If yes, please describe: _____

Is it UPS or US Mail services on a daily or weekly basis? _____

9. Does the home occupation require the installation of heavy equipment, power tools, or power sources not common to a residential house? Yes ____ No ____
If yes, please describe: _____

10. Will the home occupation create noise, vibrations, smoke, dust, odors, heat or glare?
Yes ____ No ____
If yes, please describe: _____

11. Will the home occupation create a demand for more parking spaces other than those needed by residents of the dwelling unit? Yes ____ No ____
If yes, please describe: _____

12. Does the proposed home occupation include the following?

- a. Automobile, truck, or heavy equipment repair, body work or painting? Yes ____ No ____
- b. Parking or storage of heavy equipment including trucks of over one-ton load capacity?
Yes ____ No ____
- c. Storage of building materials such as lumber, plasterboard, pipe, paint and the like, for use on other premises? Yes ____ No ____

13. Does the home occupation involve production, generation, storage, or use of hazardous waste, or what would appear by hazardous waste (i.e. strong cleaning solvents, oil by-products, old or used batteries, etc.)?

If yes, please describe: _____

14. Does the home occupation involve any retail sales? Yes ____ No ____
If yes, please describe: _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS QUESTIONNAIRE IS TRUE TO THE BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND THAT MY BUSINESS LICENSE APPLICATION, AS STATED ABOVE, DOES NOT AUTHORIZE OCCUPANCY OF THE SPACE AND/OR OPERATION OF THE BUSINESS AT THE ABOVE ADDRESS UNTIL:

- 1) All necessary permits, if required, are finalized by the appropriate city departments, and*
- 2) A city business license is issued and posted at the business site.*

BUSINESS OWNER SIGNATURE

DATE

PRINT NAME

**THE FOLLOWING MUST BE COMPLETED BY THE PROPERTY OWNER
(RENTAL PROPERTY ONLY)**

PROPERTY OWNER/MANAGER SIGNATURE

DATE

PRINT NAME

PHONE NUMBER

MAILING ADDRESS OF PROPERTY OWNER