

Application Number _____

PIERCE COUNTY PLANNING AND LAND SERVICES

HOME OCCUPATION PERMIT

Review Fee: \$310.00

Name of Applicant: _____	Business Name: _____
Site Address: _____	Phone: _____
City/Zip Code: _____	Parcel Number: _____

SUBMITTAL DOCUMENTS NEEDED:

- 4 COPIES SCALED SITE PLAN
- 4 COPIES OF FLOOR PLAN
- 4 COPIES OF COMPLETED HOME OCCUPATION PERMIT APPLICATION

I/We, _____, being the owner or legal manager of the above-mentioned property, grant permission for the above-named applicant to operate a home based business.

X _____ Phone # _____
Signature of Property Owner

Describe the home occupation activity to be performed at your residence. How many residents will be working for the home occupation? List the hours of operation and the location of any business sign at the site. What will be the designated business vehicle; make/year, model and license number.

Will your home occupation be carried on from within the residence, from another building on your property, or from a combination of building spaces? Describe any structural changes required for the business activity. What is the location and square footage of the area (s) used for business activities.

What will a neighborhood resident or next door neighbor see or experience as a result of your home occupation? How many business related vehicles will be coming and going each day? Describe any noise, vibration, smoke, odors, or other impacts that will be generated by the business operation.

Comments: _____

Business Owner/Operator: _____ Submittal Date: _____

Reviewed By: _____

Date: _____ Approved: _____ Denied: _____

HOME OCCUPATION

Home occupation" means any business activity carried on within the principal residence or within a permitted accessory structure which does not have to meet fire and building code regulations for business or industrial occupancy. A Home Occupations is only permitted as an accessory use in conjunction with a residence, in both urban and rural areas.

THE FOLLOWING GENERAL PROVISIONS AND STANDARDS SHALL APPLY TO ALL HOME OCCUPATIONS:

1. The activity shall be limited to an area less not more than 500 square feet or a size equivalent to 50 percent of total floor area of the living space within the residence, whichever is less.
2. Customers/clients are prohibited on the premises prior to 6 a.m. and after 9 p.m.
3. Sales in connection with the activity are limited to merchandise handcrafted on site or items accessory to a service.
4. Only the resident can perform the activity; non-resident employees are prohibited.
5. One vehicle, up to 18,000 gross vehicle weight, is permitted in connection with the activity.
6. The activity shall be performed completely inside the residence, an accessory structure, or a combination of the two.
7. There shall be no outside display or storage of materials, merchandise, or equipment.
8. One advertising sign not exceeding two (2) square feet in size, one (1) foot by two (2) feet.
9. One specific off-street parking space shall be available for loading and unloading.
10. The activity shall be clearly incidental and secondary to the use of the property for residential purposes and shall not change the residential character of the dwelling or neighborhood.
11. External alteration inconsistent with the residential character of the structure is prohibited.
12. Use of hazardous materials or equipment must comply with the requirements of the Uniform Building Code and the Uniform Fire Code.
13. The activity shall not create noticeable glare, noise, odor, vibration, smoke, dust, or heat at or beyond the property lines.

14. Use of electrical or mechanical equipment which creates visible or audible interference in radio or television receivers or fluctuations in line voltage at or beyond the property line is prohibited.
15. Manufacturing shall be limited to the small-scale assembly of already manufactured parts but does not preclude production of small, individually hand-crafted items, furniture, or other wood items as long as the activity meets the other standards of this Chapter.

Building Permit Requirements (Per I.B.C./I.R.C.)

Offices, food preparation establishments for off-site consumption, personal care salons or similar uses in Group R dwelling units which are conducted primarily by the occupants of a dwelling unit and are secondary to the use of the unit for dwelling purposes, and do not exceed 500 square feet, do not require separation from the dwelling.

This is an exception to the requirements for an occupancy separation or fire wall between business uses and homes. Here are three situations and the required building permits for each one.

- Home occupations that have no associated construction activity and are offices, food preparation establishments for off-site consumption, personal care salons or similar uses do not need a building permit.
- Home occupations that have associated construction activity and are one of the uses listed above, need building, plumbing and/or mechanical permits for the work being done.
- Home occupations which are not one of the uses listed above will require an occupancy separation¹.

Health Department Regulations: All commercial activity, in or outside the home, will require compliance with Tacoma Pierce County Health Department Regulations.

¹ Any use that will require an occupancy separation wall must have a permit to construct it. The permit for the occupancy separation shall be included in the scope of work for any other construction needed for the new use.