

HOME OCCUPATION APPLICATION INSTRUCTIONS

STEP 1. Contact WA State Dept. of Revenue

Master Business License and UBI Tax Number
1657 Fowler St. Richland. 509-987-1201

STEP 2. Contact Other Agencies if needed (partial list):

Contractor's License

WA State Dept. of Labor & Industries 4310 W 24th Ave. Kennewick. 509-735-0100

Daycare License

Dept. of Children & Family Services 112 N Edison St. Kennewick. 509-734-4315

Food/Beverage Permits

Benton Franklin Health Dept. 7102 W. Okanogan Pl. Kennewick. 509-460-4200

Liquor License

Liquor Control Board Application at any State Liquor Store in Pasco 360-664-1600

Other State Business Licenses

Department of Licensing Olympia. 360-664-1400

STEP 3. Complete City Application.

Complete Home Occupation License application and return with required attachments (as noted on application) to Customer Service with appropriate fee.

STEP 4. City Review Process.

The application will be reviewed by the City and when all requirements are met, Customer Service will issue a Business License. You cannot conduct business until your business license has been issued.

Upon issuance of the license you may open your business.

Questions?? Call Customer Service at 545-3402

businesslicense@pasco-wa.gov

KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE

25.66.010 PURPOSE. A home occupation chapter is established to provide a means whereby the conduct of business may be permitted as a use accessory to an established residence within a residential district. The purpose is to create an administrative framework to authorize such uses that do not pose a disruption to or conflict with the existing and planned residential environment. (Ord. 3354 Sec. 2, 1999.)

25.66.020 PROHIBITED HOME OCCUPATIONS. Due to the increased possibility for generating hazardous or nuisance conditions, the following uses and those similar in nature shall not be permitted as home occupations: Dog boarding/kenneling; vehicle repair and/or maintenance; rebuilding motors; painting vehicles; welding; sheet metal shops; upholstering; firewood cutting and any group H Occupancy as defined in the International Building and Fire Code adopted by the City. (Ord. 4301, 2016; Ord. 3354 Sec. 2, 1999.)

25.66.030 APPLICATION REQUIREMENTS - FEE.

(1) Applications for home occupation shall be made in accordance with all provisions of Title 5 of this code, upon forms provided by the City Clerk. The form shall include, but not be limited to, the following information:

- a) Name, mailing address and phone number of applicant.
- b) Legal description and street address of the property.
- c) Kinds and amounts of supplies, materials and equipment to be used and the locations where they will be stored or used upon the premises.
- d) Description of all activities involved in the business and how the business will operate.

2) Business license fees for home occupations shall be in accordance with Title 5 of this code. An additional twenty-dollar fee shall be required for any business license that requires an on-site inspection to determine compliance with Section 25.66.040. (Ord. 3354 Sec. 2, 1999.) PMC Title 25 9/6/16 103

25.66.040 ENVIRONMENTAL STANDARDS. All home occupations shall conform to the following standards:

- 1) Be clearly subordinate to the principal use of the property for residential purposes;
- 2) Not involve modification of the property or exterior of its structures that indicates other than residential uses of the premises;
- 3) Is performed entirely within a permanent structure upon the premises;
- 4) No signs, display or other advertisement upon the property;
- 5) No media or other off-premises advertising shall give the address or location of the home occupation;
- 6) No outside storage of materials, supplies, products or by-products, or equipment, except a single occupational vehicle not exceeding 14,000 pounds Gross Vehicle Weight (GVW);
- 7) Be conducted solely by persons residing within the dwelling unit upon the premises, subject to the definition of family;
- 8) Except for articles produced thereon, no merchandise, products, goods or wares may be displayed or offered for sale upon the premises;
- 9) Client access to residential location shall be limited to the following restrictions:
 - a) Client visits shall be limited to four hours per client visit per day.
 - b) Client visits shall be limited to the hours between 8:00 am and 8:00 pm.
 - c) Client automobile traffic shall be limited to two client vehicles on-site at any given time.
- 10) No more than 8 customer vehicles may visit the dwelling in a given day;
- 11) Noise generated by the home occupation, detectable at any property line, shall not be in excess of the following standards:
 - a) 8:00 am. to 8:00 p.m.: 55 dba.
 - b) 8:00 p.m. to 8:00 am.: 45 dba.
- 12) No material or substance which is explosive, highly flammable, corrosive, radioactive or toxic shall be stored, created, utilized or discarded in any way without prior knowledge of and written approval by the city; provided the means or methods necessary for safety purposes do not conflict with other standards established herein;
- 13) The home occupation shall not generate light or glare, vibration, fumes or odors, or permit other conditions to occur or be present, which annoys, injures, or endangers the comfort, health, repose, decency or otherwise comfortable enjoyment of life and property of neighboring or surrounding residents, in accordance with the intent of this chapter and nuisances as defined in Chapter 9.60 of the Municipal Code.
- 14) The home occupation shall not occupy more than twenty (20) percent of the gross floor area of the residence. All of an attached or detached garage may be used for a home occupation provided the area of the garage to be utilized does not exceed six hundred (600) square feet. (Ord. 4301, 2016; Ord. 4110, 2013; Ord. 3354 Sec. 2, 1999.)

Home Occupation License Inspection Requirements



Now that you have applied for your home occupation license, you probably want to know what happens next.

First, your license application will be reviewed by several of the City's departments to ensure that it complies with all relevant City ordinances.

Following zoning approval by the City's Planning Division, the area of your home that is occupied by the business activities will be inspected to ensure that it meets all home occupation standards. Someone who has access to the inside of your home must be present for the inspection during the requested timeframe. You will be notified with a phone call to the contact number you listed on your license application when your home occupation is scheduled for inspection. Please be sure you are prepared for the inspection by reviewing the *What will be inspected?* section on the other side of this page. Failing inspections will cause delays in issuing your home occupation license.

After your license application has been reviewed by the remaining departments and your business location has passed inspection, the City will determine if your proposed home occupation complies with all laws and local ordinances. If it does, your home occupation license will be issued.

You must pass this inspection to receive an approved home
occupation license.

What will be inspected?

The inspector will ensure that your property meets all requirements for home occupations as outlined in the home occupation environmental standards in Pasco Municipal Code (PMC) 25.66.040. Those standards are:

1. The business activity must be **clearly subordinate to the principal use** of the property (which is for residential purposes), must not involve modification of the property or exterior of its structures that indicates other than residential uses of the premises and must be performed entirely within a permanent structure on the property.
2. There must be **no signs, displays or other advertisements** upon the property nor media or other off-premises advertising giving the address or location of the home occupation.
3. There must be **no outside storage** of materials, supplies, products or by-products, or equipment, except a single occupational vehicle* not exceeding 14,000 pounds Gross Vehicle Weight (GVW). *For purposes of this ordinance, trailers are considered vehicles.
4. The home occupation must be **conducted solely by persons residing within the home** upon the premises, subject to the definition of family.
5. Except for articles produced thereon, **no merchandise, products, goods or wares are displayed or offered for sale** upon the premises.
6. No occupation **requiring the customer or client to be present upon the premises while the profession, trade, skill or service is performed** shall be allowed, except for private tutoring of instruction for 4 or fewer students per 24-hour period;
7. **No more than 6 customer vehicles** that visit the dwelling in a given day.
8. **Noise** generated by the home occupation, detectable at any property line, does not exceed the following standards:
(a) 8:00 am. to 8:00 p.m.: 55 dba. (b) 8:00 p.m. to 8:00 am.: 45 dba.
9. **No material or substance which is explosive, highly flammable, corrosive, radioactive or toxic is stored, created, utilized or discarded in any way** without prior knowledge of and written approval by the city; provided the means or methods necessary for safety purposes do not conflict with other standards established.
10. The home occupation **does not generate light or glare, vibration, fumes or odors**, or permit other conditions to occur or be present, which annoys, injures, or endangers the comfort, health, repose, decency or otherwise comfortable enjoyment of life and property of neighboring or surrounding residents, in accordance with the intent of this chapter and nuisances as defined in Chapter 9.60 of the PMC.
11. The home occupation **does not occupy more than twenty (20) percent of the gross floor area** of the residence or garage - up to 600 sq. ft.
12. Your **home address** must be clearly visible from the street on the outside of the building. The address numbers must be at least 2.5 inches in height and of a color that contrasts with the color of your home. This ensures that customers, police and other emergency personnel can easily locate your business.
13. You must have a **2A10BC fire extinguisher** that has been tested and approved as operational by an authorized agency.

Remember: The inspector *must* have access to the inside of your home in order to do the inspection. Failing inspections due to not providing access to the home will cause delays in issuing your business license.

City of Pasco - Inspection Services Division

525 North Third Ave
PO Box 293
Pasco, WA 99301

Phone: 509-5435726
Fax: 509-543-5728
Website: www.pasco-wa.gov



Home Occupation Business License Application

New Business Change of Location Change of Ownership

Date of Application _____

1. Business Information:

Legal Name _____

(Full Name of Legal Owner of business as registered with Dept. of Revenue or Corporate Name registered with WA Secretary of State)

Trade Name (DBA) _____

Type of Business _____

Physical Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Corporation LLC Partnership Sole-Proprietor Other

UBI# _____ FEIN # _____

Contractor's License # _____ Expiration Date _____

2. Business Owner Information:

Owner's Name _____

Home Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Co-Owner's Name _____

Home Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Emergency Contact (other than owner) _____

Home Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____



3. Additional Info:

Describe all business activities that will take place in your home and how the business operates _____

Which rooms in your house would you use? _____

What activities would occur in each room? _____

Would you need to remodel your home in order to operate your business? Yes No

Explain _____

Would customers/clients come to your home? Yes No

Explain _____

Will you be parking any business vehicles (including trailers) at the home? Yes No

Type _____ Gross Vehicle Weight _____

If No, where? _____

Will you store business supplies, materials or equipment at your home? Yes No

Explain what kind, amount and the location you store them _____

Daycare: Number of Children _____

4. Required Attachments:

- License fee: \$75.00 (\$37.50 if applying after June 30th) + \$20.00 inspection fee.
- Copy of your Picture ID which shows you reside at this address.
- Copy of your WA State Master Business License.
- Copy of State Specialty Licenses (Contractor, Daycare, Security, Cosmetology, Massage, etc.) (if applicable)
- Property Owner Authorization

My Signature below certifies that the information provided on this application and any attachments is true and accurate and I have read the attached PMC 25.66.040 and agree to maintain my property in accordance with the Standards for Home Occupations at all times.

_____ Signature	_____ Date
HO BL Application	3/7 10/2016



City of Pasco
Finance Department
525 N 3rd Ave PO Box 293
Pasco WA 99301
Ph. 509-545-3488 Fax: 509-543-5727
www.pasco-wa.gov

**Property Owner Authorization
for
Tenant Home Occupation**

Notarized Authorization for Tenant Home Occupation Business

The City of Pasco is hereby advised that, by my signature affixed and notarized hereon, I hereby grant _____, (tenant name) tenant occupying residential property of which I am the record owner and situated at _____ (street address), Pasco, Washington, the authorization to license and conduct a home occupation in accordance with Pasco Municipal Code Sections 5.04 and 25.66 on the leased premises. The home occupation activity to be conducted on the premises is _____ (enter business activity e.g. bookkeeping, consulting, home child care, etc.).

This authorization for Tenant Home Occupation is specific to the tenant named above and is non-transferrable and non-assignable to a third party, and shall become null and void upon termination of tenancy.

Property Owner Phone Number Date

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

Residing at _____ (affix notary seal here)