



# HOME OCCUPATION LICENSE APPLICATION

Form last updated April 2020

Physical Address:  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street

Mailing Address:  
25 West Main Street  
Auburn, WA 98001-4998

Webpage & Email:  
[www.auburnwa.gov](http://www.auburnwa.gov)  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)

Phone and Fax:  
Phone: 253-931-3090  
Fax: 253-804-3114

## BUSINESS INFORMATION

## BUSINESS LICENSE# \_\_\_\_\_

*Note: Items 1-18 must be completed and the application must be signed. Incomplete applications may be rejected.*

Name of Business: \_\_\_\_\_

Site Address: \_\_\_\_\_ Suite/Apt #: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: ( ) \_\_\_\_\_ Business Email: \_\_\_\_\_ Website: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Driver's License: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address (if different from site address): \_\_\_\_\_

*Note: The following areas must be completed in order to be deemed a complete application:*

1. Washington State UBI# (<http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/>): \_\_\_\_\_

2. NAICS # (<http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/>): \_\_\_\_\_

3. Are you a Sole Proprietor?  Yes  No If no, provide Federal Tax ID Number (EIN): \_\_\_\_\_

4. Type of Business (check all that apply):

- Retail  Trade  Service  Manufacturing  Construction  Government  Transportation
- Finance/Real Estate/Insurance  Health Industry  Education

5.  **Commercial Truck** Parking Permit Request  Signed Certificate of Registration for commercial truck attached

6. Description of home business: \_\_\_\_\_

7. FOR HOME-BASED DAYCARE ONLY: How many children will be provided childcare on a daily basis? \_\_\_\_\_

8. Number of employees: \_\_\_\_\_ Number of employees *not* residing in the home: \_\_\_\_\_

9. How many visits per day are made to your home by: *Customers* (# if applicable): \_\_\_\_\_ *Delivery Services* (#): \_\_\_\_\_

10. Hours of operation for: *Employees*: \_\_\_\_\_ *Customers*: \_\_\_\_\_ (e.g. Mon – Fri, 8 AM to 5 PM)

11. Total number of square footage of your home: \_\_\_\_\_

12. Square footage of home used for business: \_\_\_\_\_

13. Will changes to the interior or exterior of your home be needed to accommodate the business?  No  Yes

If yes, describe\* \_\_\_\_\_ \*A permit may be required for the described changes

14. Describe the type of equipment used within the home occupation: \_\_\_\_\_

15. Will the garage and/or driveway be used to store goods and equipment, or to conduct activities for the home occupation?

No  Yes If yes, what is the total number of parking spaces on site? \_\_\_\_\_

16. Will there be signs for your business?  No  Yes If yes, Number of signs: \_\_\_\_\_ Size of signs: \_\_\_\_\_

17. Will there be noticeable changes to your environment, such as noise, vibration, smoke, dust, hear, or glare as a result of your home business?  No  Yes If yes, describe \_\_\_\_\_

18. Will there be any outside storage of goods or display of material or merchandise?  No  Yes

If yes, describe \_\_\_\_\_

19. Will there be any hazardous materials stored or used at this site?  No  Yes If yes, describe \_\_\_\_\_

*I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge. I understand that issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations, conditions, and statutes of the City of Auburn and the State of Washington. The issuance of this business license does not imply compliance with the Zoning Code and International Fire and Building Codes.*

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## **Auburn City Code Section 18.60.020 Home Occupation Requirements**

Home occupations are required to have a business license as issued by the city, comply with all city codes and ordinances, and shall be consistent with the following provisions:

- A. Only members of the immediate family residing on the premises and no more than one nonresident may be employed at any one time; provided, that home occupations with a nonresident employee shall provide off-street parking for the employee on site;
- B. No mechanical equipment is used except such as is commonly or customarily used for domestic, household or personal purposes for a dwelling unit (or as deemed similar in terms of power, quantity, noise, emissions and type);
- C. Not more than one-fourth of the floor area of any building is devoted to such occupation, except for bed and breakfasts;
- D. That such occupation shall not require internal or external alteration or involve construction features not customarily found in a dwelling;
- E. The home occupation shall not involve the use of personal commercial vehicles as defined in ACC 18.04.245 for the distribution of materials to or from the premises. Deliveries or pickups by commercial delivery services shall not apply toward this limitation provided such pickup or delivery does not exceed twice per day;
- F. The conduct of any home occupation, including but not limited to the storage of goods and equipment, shall not reduce or render unusable areas provided for the required off-street parking. Additional parking is not allowed in order to conduct a home occupation, except what may be required through the issuance of a special home occupation permit pursuant to ACC 18.60.040;
- G. Only one sign is permitted, not to exceed 18 inches by 24 inches in area, non-illuminated, and attached to a building, except that home occupations in commercial or industrial zones may have signs consistent with the applicable zoning district;
- H. No display pertaining to the occupation, other than the one permitted sign, is visible from the street or adjacent residences;
- I. No more animals are maintained on the premises than what may otherwise be permitted in the zone;
- J. Except for bed and breakfasts, employee and customer visits shall be limited to the following hours of operation:
  - 1. Employees from 8:00 a.m. to 6:00 p.m. Monday through Friday and from 9:00 a.m. to 6:00 p.m. on Saturday and Sunday,
  - 2. Customers from 9:00 a.m. to 6:00 p.m.;
- K. Traffic generated by the home occupation shall be limited to a maximum of eight (two-way) client/delivery-related trips per day for those home occupations that operate by appointment only and do not have overlapping client visits. All other home occupations shall be limited to five (two-way) client/delivery trips per day;
- L. Outdoor storage of materials, goods, products or equipment is not allowed;
- M. The home occupation is to be conducted in such a manner that the residence shall not differ from its residential character either by the use of colors, materials, construction, lighting, signs, or the emissions of sounds, noises, vibrations or odors or result in traffic impacts inconsistent with the character of the area in which the home occupation is located. (Ord. 6419 § 6, 2012; Ord. 6141 § 1, 2007; Ord. 5897 § 21, 2005; Ord. 4229 § 2, 1987.)

## **Auburn City Code Section 18.04.290 Daycare Center, Nursery School, Preschool**

- B. "Home based daycare" means a licensed daycare that regularly provides daycare for not more than 12 children or adults in the provider's home in the family living quarters, for periods of less than 24 hours.