

# HOME OCCUPATION PERMIT CHECKLIST

## COMMUNITY DEVELOPMENT DEPARTMENT

"Home occupation" as defined in Title 17.04, Section 17.04.250 (Definitions), are uses that generally do not interrupt or interfere with the general nature or residential character of the residential neighborhood in which they are located. All home occupations must comply with the Performance Standards in Title 17.77. Prior to issuance of the Home Occupation Permit and issuance of a business license, applicant shall sign and date the attached Agreement acknowledging the performance standards imposed by Title 17.77.

<b>DATE SUBMITTED:</b>	<b>APPLICANT NAME:</b>
<b>PROJECT NAME:</b>	<b>PROJECT SITE:</b>
<b>CASE NO.:</b>	<b>FEES PAID:</b>

**To ensure that your application is complete and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application. If you have any questions, contact the Community Development Department.**

- Completed & signed *General Application Form*
  
- If an applicant is **not** the owner of the property where a home occupation is to be conducted, then a *signed statement from the owner* approving such use of the dwelling **must** be submitted with the application.
  
- All *applicable fees* (\$150 per City Fee Schedule)
  
- Hazardous Waste Site Declaration Sheet*
  
- One (1) set of mailing labels including the names and addresses of all property owners within 300-foot radius of the proposed business's site boundary. A location map, list of names and addresses of property owners and radius map showing all parcels within 300-radius of property can be provided by any title company.**
  
- Five (5) copies: Accurate and detailed description of the proposed use**, including, but not limited to, the location for the storage of materials and equipment, total square footage to be utilized for the home occupation, and number of students (if instruction is involved).
  - Complete Project Description:*
    - All proposed activities* to be conducted on the property
    - All materials/equipment* used in business
    - Location* for the *storage* of materials and equipment
    - How are products/materials *delivered to residence* (include frequency of deliveries)
    - How are products *distributed or services provided* to customers
    - Total square footage of the home*
    - Total square footage to be utilized for the home occupation*

**Please note that other information may be required by the City Manager, or designee, if necessary.**

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<b><u>HOP Performance Standards Agreement</u></b>	
<b>Purpose:</b>	Encourage and promote efforts to reduce traffic congestion and the generation of pollutants. Maintain the residential neighborhood character.
<ol style="list-style-type: none"> <li>1.) The use of the dwelling for such home occupation shall be clearly incidental and subordinate to its use for residential purposes by its inhabitants.</li> <li>2.) No persons, other than members of the family who reside on the premises, shall be engaged in such activity.</li> <li>3.) There shall be no change in the outward appearance of the building or premises or other visible evidence of the activity. There shall be no window display or outdoor storage of materials or supplies associated with the home occupations (Storage may be in storage shed no greater in size than one hundred twenty square feet.</li> <li>4.) The use shall not allow customers or clientele to regularly visit dwellings. However, incidental visits may be permitted, such as, but not limited to music lessons, if approved by the city manager, or designee.</li> <li>5.) No equipment or processes shall be used on the subject property that creates noise, smoke, glare, fumes, odor, vibration, electrical, radio, or television interference disruptive to surrounding properties.</li> <li>6.) No home occupation shall be conducted in a garage. The garage must be kept clear for the parking of vehicles at all times.</li> <li>7.) The use shall not involve storage of materials or supplies in a garage or outside any structure.</li> <li>8.) No signs shall be displayed in conjunction with the home occupation, and there shall be no adverting using the home address.</li> <li>9.) A home occupation permit is not valid until a current city business license is obtained.</li> <li>10.) A home occupation shall not occupy more than 25% of gross floor area of ground floor.</li> <li>11.) Only resident passenger vehicles shall be kept in the resident. Commercial vehicles for delivery of materials shall not be in a manner different from normal residential usage.</li> <li>12.) No utility services to the dwelling shall be modified solely to accommodate a home occupation unless the proper permits and clearances are obtained from the King City Building Department.</li> </ol> <p>The undersigned applicant affirms and agrees to the above listed performance standards. The undersigned acknowledges the performance standards and any Conditions of Approval imposed by Title 17.77 and promises to abide by such standards. Violations of any performance standards listed in Title 17.77.040, may be subject to the fines and penalties as established by resolution of the City Council and/or permit revocation pursuant to the provisions of Chapter 17.02.080 &amp; Chapter 1.04.010, and Chapter 5.16.010, 5.24.010 of the City of King Municipal Code.</p>	
_____	_____
Applicant Signature	Date
_____	_____
<b>City Manager or Designee Approval</b>	<b>Date</b>