THE CITY OF FIRCREST

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APPLICATION FOR HOME OCCUPATION PERMIT

The Fircrest Municipal Code (Section 22.98.342) defines a "Home Occupation" as any activity conducted for financial gain or profit in a dwelling unit, and which activity is clearly incidental or secondary to the residential use of a dwelling unit or an associated accessory building. This includes home offices, web-based businesses, consultants, contractors, and the like.

PERMIT REQUIREMENTS

A home occupation permit and a business license are required in order to conduct a business out of a home in Fircrest. This application form must be completed and submitted with the required filing fee to the City of Fircrest in order for a home occupation permit to be approved. A business license must be applied for through the Department of Revenue. Upon approval of the home occupation permit and the business application, a license will be issued.

PLEASE ANSWER THE QUESTIONS LISTED BELOW:

Name of Applicant _____

Name of Business _____ UBI# _____

Property Address _____

Name of Property Owner _____

If applicant is not the property owner, the application shall be signed by the property owner (see last page).

Phone _____ Email _____

Describe the home occupation (*type of work being done*): _____

_____

Answers to the following questions will be used by Planning staff in determining whether the home occupation complies with the standards set forth in FMC 22.58.013 for Type I home occupations. Home occupations that comply with these standards will be approved by staff. If the proposed business does not comply with one or more of these standards, the business will need to be modified to comply with the Type I standards, or the business operator/property owner may request Planning Commission approval of a conditional use permit (CUP) for a Type II home occupation. For more information, please contact Planning staff at (253) 564-8901.

A. **The home occupation shall be carried on only by residents of the premises on which the home occupation is located.**

Will non-residents participate in the business? ☐ Yes ☐ No (If yes, a CUP will be required)
How many residents will participate in the business? _____

B. **The home occupation shall be carried on entirely within a residence. The home occupation shall occupy not more than 25 percent of the total floor area of the habitable portion of a residence. In no event shall such occupancy exceed 400 square feet.**

Will the portion of the business located at this location be carried on entirely within the residence?
☐ Yes ☐ No

If not, explain: _____

(NOTE: If the answer is no, a conditional use permit may be required. Contact city staff for additional information.)

How much floor area will be business occupy? _____ sq. ft.
What is the floor area of the residence? _____ sq. ft.

C. **Any extension of the home occupation to the outdoors, including but not limited to, paving of yards for parking, outdoor storage or activity, and indoor storage or activity visible from outdoors (e.g., in an open garage), is prohibited.**

Will business-related activity be limited to indoor space consistent with this standard? ☐ Yes ☐ No

If not, please describe the activity that will occur outdoors or be visible from outdoors? _____

_____

D. **The home occupation shall not result in the elimination of required on-site parking.**

Will the home occupation eliminate or reduce any parking on the property? ☐ Yes ☐ No
If yes, please describe:

_____

_____

E. **The home occupation shall be conducted in such a manner as to give no outward appearance nor manifest any characteristics of a business in terms of deliveries, parking, customer trips, and other activities, that would infringe upon the right of the neighboring residents to enjoy a peaceful occupancy of their homes.**

Will the home occupation be conducted in a manner that will not impact the residential character of the neighborhood? ☐ Yes ☐ No

F. **The home occupation shall not result in structural alteration to the interior or exterior of the structure that changes its residential character.**

Describe any structural changes proposed to accommodate the business (if appropriate, please furnish plans): _____

G. **No equipment shall be used and no activities shall be conducted that would result in noise, vibration, smoke, dust, odors, heat, glare, or other conditions exceeding in duration or intensity those normally produced by residential use. Normal residential use shall be** construed **as including the above impacts only on an occasional weekend or evening basis (e.g., in connection with a hobby or home/yard maintenance), and not on a daily basis.**

Will the home occupation generate any of the conditions listed above? ☐ Yes ☐ No

If yes, please describe: _____

H. **The home occupation shall not include: (1) automobile, truck, or heavy equipment repair; (2) body work or painting; (3) outdoor storage of used parts of vehicles and used machinery in an operable condition; or (4) outside storage of building materials such as lumber, plasterboard, pipe, paint or other construction materials.**

Will the home occupation include any of the activities or uses listed in H above? ☐ Yes ☐ No

If yes, please describe: _____

I. **The home occupation shall not include parking or storage of heavy equipment, including trucks of over one-ton load capacity, unless within a fully enclosed building.**

Will the home occupation include parking or storage of heavy equipment or trucks? ☐ Yes ☐ No

If yes, please describe the equipment or truck(s) and how and where they will be stored:

_____

J. **Persons in building trades and similar fields using their homes or apartments as offices for business activities conducted off the residential premises may have other employees or independent contractors, provided that such employees or independent contractors do not perform labor or personal services on the residential premises, park on or near the residential premises, or check in at the residential premises during the course of business.**

If the home occupation is a building trade or similar occupation, will the activities associated with the business comply with this standard? ☐ Yes ☐ No

K. **The home occupation may include limited on-premise sales of products or stock-in-trade, provided the applicant can clearly demonstrate that such sales will not be inconsistent with other Type I standards. Examples of allowable on-premise sales include cosmetics or similar products associated with a business where most products are delivered to a customer's address, hair care products associated with a barber/beauty shop, and instructional materials pertinent to the home occupation, e.g., music books. The display or storage of products or stock-in-trade outside a residence or in a window is prohibited, except that vegetables, fruits, flowers, and other agricultural products grown on the premises, may be offered for sale out of doors during the growing season.**

If the home occupation will include retail or wholesale sales, please describe: the products to be sold; how, where and when the products will be sold; and the expected volume of sales:

_____

L. **Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. Utility consumption shall not exceed normal residential usage.**

Will the home occupation result in a change in fire safety or occupancy classifications or commercial levels of utility consumption? ☐ Yes ☐ No If yes, please describe: _____

M. **The home occupation shall not generate significantly greater traffic volume than would normally be expected in the particular residential zone or neighborhood in which the home occupation is conducted. Generally, delivery and pick-up of materials to and from the premises by a commercial vehicle should not exceed two trips per week. For the purpose of this chapter, commercial vehicles shall not exceed a gross vehicle weight of 20,000 pounds. Also, generally, traffic generated by a home occupation should not exceed four round trips per day.**

Will goods or materials be delivered to or from the residence for the home occupation? ☐ Yes ☐ No

Will customers visit the residence? _____

If the answer to either question is yes, please describe the goods or materials being delivered and the frequency of deliveries and/or visits to the site:

_____

N. **If the home occupation is the type in which classes are held or instruction given, there shall be no more than two (2) students allowed in any one class or instruction period.**

If classes will be held or instruction given, please describe the activity in terms of numbers of students and the type of instruction being offered: _____

O. **Signage shall be limited to one non-illuminated nameplate not exceeding one and one-half square feet in area mounted on an exterior wall or window of the dwelling. Signage shall be consistent with the provisions of Chapter 12.16.**

If the business will have a sign, please describe its dimensions, content, and location (a photograph or drawing of the sign may be submitted:

_____

APPLICANT CERTIFICATION

I certify that the Home Occupation for which I am requesting approval will not be in violation of FMC Chapter 22.58.013. 1 also understand that approval of this permit and the issuance of a business license for the home occupation will not serve to nullify any restrictive covenant which may pertain to the land and dwelling shown in my application. I further certify that the statements furnished by me on this application are true and correct to the best of my knowledge and belief.

Signed _____ Date _____
Business Operator

Signed _____ Date _____
Property Owner (if different)

Do not write in this space (for office use only)

Fee Amount **$90.00** _____ Date Received _____ Initials _____

{ } Check Check Number _____ { } Cash Receipt Number _____

Approved by _____ Planning/Building Director

Date Approved _____