



Home Occupation Application

City of Puyallup
Development Services
333 S. Meridian
Puyallup, WA 98371
Phone: 253-864-4165
www.cityofpuyallup.org

Submittal Checklist

Flash Drive or CD of complete submittal package

8 Copies of completed application form (application is signed and dated)

8 Copies of a detailed site plan showing boundaries of property, structures, driveway, etc. 8 1/2 " X 11"

Application Fees:

Application: \$140

Please see pages 4 for detailed information about submittal requirements

Revised 9/2019

A home occupation means an occupation, business or profession which is conducted on a property that is principally used as a residence and is zoned exclusively for residential purposes. A home occupation is clearly incidental and secondary to the use of the property as a residence. A home occupation permit is not required for all home-based businesses, but only for those home-based businesses who meet any of the following criteria:

- Customers or clients will be visiting the premises
- A sign will be placed on the outside of the home or structure containing the business
- Materials, goods or commodities will be delivered to or from the home occupation outside of the permitted delivery hours which are between 7:00 a.m. and 7:00 p.m.

When preparing the application, please print legibly or type the reply to each question. If you have any questions, please contact the Development Services Center at (253)-864-4165 and select #3 for Planning.

APPLICATION INFORMATION

Site Information

Parcel Number

Street Address

Applicant Information

Name

Street Address

City

State

Zip

Phone

E-mail

Owner Information (if different from above)

Name

Street Address

City

State

Zip

Phone

E-mail

Home Occupation Business Information:

Name of Business:

Type of Services/Goods:

Hours of Operation:

SITE INFORMATION

Parcel Number	
A) Total Enclosed Building Floor Area on Property (Square Feet) (including detached garages and all stories of the buildings if they are more than one (1) story tall)	
B) Total Floor Area of the Room/Building That the Home Occupation will occupy (Square Feet)	
C) % of Enclosed Area That Will Be Occupied by the Home Occupation*: $\frac{\text{B}}{\text{A}} \div \frac{\text{B}}{\text{A}} = \frac{\text{C}^*}{\text{C}^*}$	
*Cannot exceed 25% per PMC 20.75.012	

BUSINESS INFORMATION

Home occupations must meet and maintaining the following conditions. Please respond fully as to how your request meets these conditions. If you need additional space, please reference and attach any such information.

<p>A home occupation shall be conducted in a dwelling or accessory building and shall be clearly incidental and secondary to the use of the structure as a dwelling. Retail sales of items not produced on the premises shall be allowed only if clearly incidental to the primary function of the home occupation. Urban agriculture activities meeting the criteria of PMC 20.20.010 or 20.25.010 are exempt from this standard. (PMC 20.75.015 (1))</p>

<p>In no way shall the appearance of the structure or premises and property be so altered, or the conduct of the occupation within the structure be such that the structure or premises may be reasonably recognized as serving the home occupation. Such alteration or conduct shall include, but not be limited to, color, materials, construction, lighting, signs, sounds, noises, storage of construction equipment, vehicle parking area, radio, or television interference, vibrations, smoke, odors, and/or display of equipment or materials. Urban agriculture activities meeting the criteria of PMC 20.20.010 or 20.25.010 are exempt from this standard. (PMC 20.75.015 (2))</p>

<p>No home occupation shall involve automobile repair, body work, upholstery, or similar automobile-related activity (PMC 20.75.012).</p>

Employees who do not reside at the location of the home occupation may be allowed to work at the home occupation; vehicular trips associated with employees entering and leaving the site for employment shall count toward the max trips allowed (PMC 20.75.015 (3))

No motor or mechanical equipment shall be permitted other than that normally incidental to the use of the structure as a dwelling. Nor shall any home occupation involve the use of commercial vehicles, other than those owned by the occupant for the delivery of products or materials to and from the premises, except that no such vehicle shall exceed one ton in capacity (PMC 20.75.014 (4))

No home occupation shall result in the use of utilities or the generation of traffic by the property beyond what is normal and typical to a residential use. For more information, please see 20.75.015 (5) of the Puyallup Municipal Code.

Estimated Number of Visitor Vehicle Trips Per Day

Each trip coming to and each trip leaving from the property is considered to be a single vehicle trip, so that each visitor to the home occupation would typically generate two vehicle trips. Vehicular trips associated with employees entering and leaving the site for employment shall count toward the max trips allowed. _____

For Staff use only

Maximum Allowed Visitor Vehicle Trips: _____

(A) _____ X (S) _____ X (Z) _____ = _____ (VTD)

SIGNAGE

Under Puyallup Municipal Code 20.75.015 subsection (2) the placement of one nameplate, mounted flush against the wall of the residence, stating the name of the home occupation is permitted. The nameplate may be two square feet or smaller as regulated under Puyallup Municipal Code 20.60.005 (m).

I am intending to hang a nameplate mounted flush against the wall of the residence

No signage is proposed with this home occupation

MARIJUANA PRODUCTION PROCESSING AND RETAILING PROHIBITED

In the case of any Marijuana Producer, Processor, and or Retailer the city shall not issue a city business license to any person who will operate as a marijuana processor, marijuana producer, or marijuana retailer, as such terms are defined in PMC 20.15.005.

REQUIREMENTS FOR SUBMITTAL OF A HOME OCCUPATION PERMIT

- 1) 8 Copies of the signed and dated completed application form. Please print legibly or type. For any items which are not applicable to your request, please mark "N/A". Do not leave any question unanswered, doing so will make you application incomplete.
- 2) 8 Copies of an 8 1/2" X 11" site plan, dimensioned, drawn to scale and including the following items:
 - The boundaries of the property
 - Dimensions of property and square footage of property
 - Location of existing and proposed structures indicating setback distances from property lines
 - The square footage of each structure
 - The location of the home occupation within the structure
 - The square footage of the home occupation within the structure
 - Parking area, with parking spaces clearly visible
 - The site plan can be drawn on a satellite image (such as a color google map image) as long as all the required items are included. Alternatively, you can draw your site map using the template provided on the following pages.
- 3) Application fee of \$140.00 due at time of submittal

CERTIFICATION

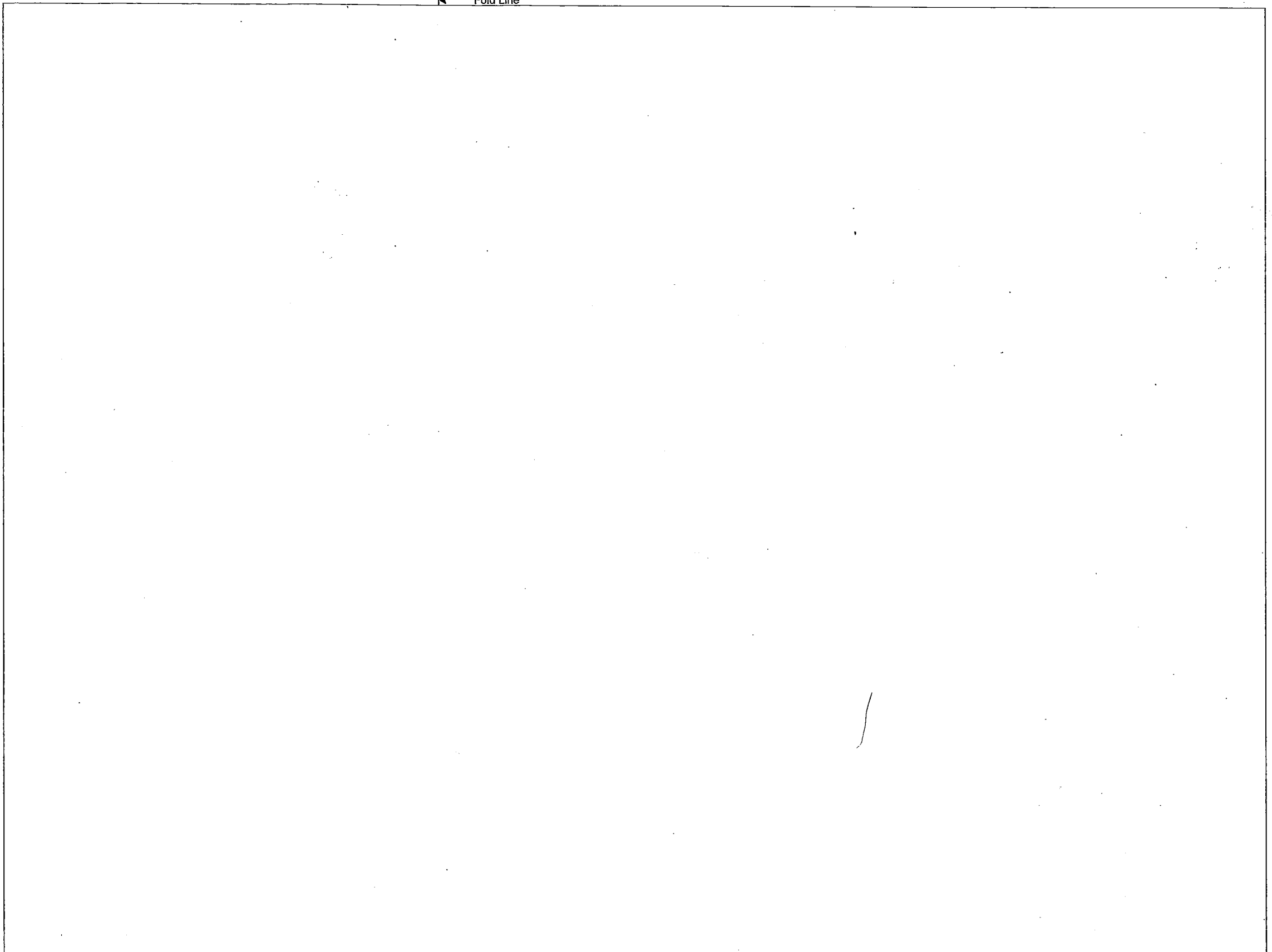
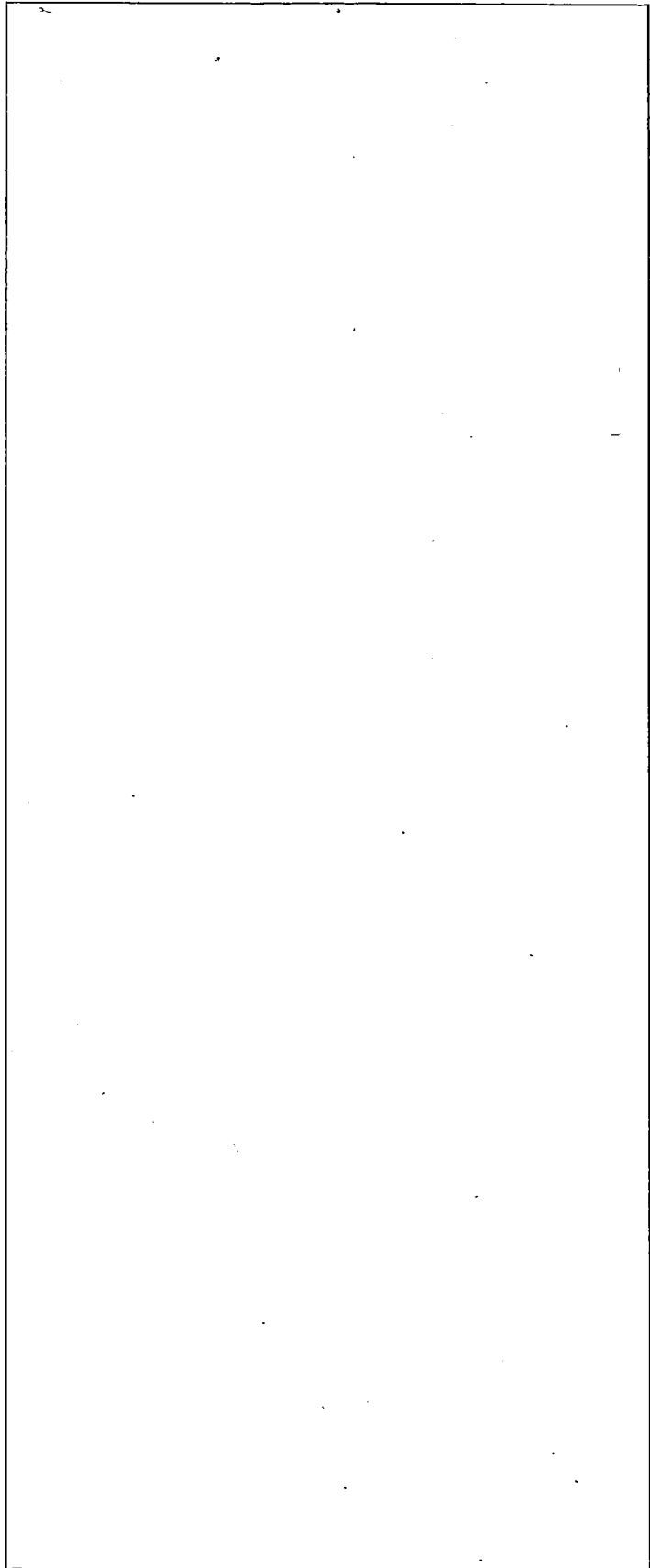
I hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Applicant: _____ Date _____

Signature of Owner: _____ Date: _____
(or authorized agent)

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Site Plan Template

City of Puyallup Development Center
333 S Meridian; Puyallup, WA 98371; 253-864-4165

Property Owner _____

Parcel Number _____

Site Address _____

Sheet ____
of
Sheet ____

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