



City of Yakima

Home Occupation

Zoning Review & Business License Application Packet

This application packet contains the zoning review and business license applications. They are two separate processes that are required for home occupation businesses. It is important that all parts of this application packet be completed. All narratives must be completed with each question being answered separately. All items requested on the site plan checklist must be shown on the site plan and the completed checklist submitted with your application. Any item not applicable should be so noted.

Remember to sign your application and site plan. If you have any questions about your application, please ask to speak with a Planner.

City of Yakima, Planning Division
129 North 2nd Street, 2nd Floor, Yakima, WA 98901
Phone#: (509) 575-6183 Fax#: (509) 575-6105
E-mail: ask.planning@yakimawa.gov
www.yakimawa.gov/services/planning

HOME OCCUPATION

Business may be conducted within a dwelling in Residential zoning districts and the Professional Business (B-1) zoning district under the provisions of YMC 15.04.120, as long as the home occupation is compatible with other uses permitted in the residential districts; the character of residential neighborhoods are maintained and preserved; and, the efficient use of public services and facilities are promoted by assuring these services are provided to the residential population for which they were planned and constructed, rather than commercial uses.

How do I get started?: The Yakima Urban Area Zoning Ordinance includes a list of permitted home occupations (YMC 15.04.120, Table 4-2). Each permitted home occupation is designated as a Type I, Type II, or Type III Review. In general, home occupations are typically low impact businesses, for example: home offices for engineers, accountants, attorneys, physicians, and secretarial services and service offices for day cares, music teachers, beauty parlors, and massage therapy. A list of home occupations that are not allowed are included in YMC § 15.04.120(H). **All home occupations require a business license.**

Talk to a City Planner: Prior to submitting your application, you may request a pre-application meeting with the department to become familiar with development regulations and procedures. The first pre-application meeting is free but the request must be applied for online at www.buildingyakima.com.

Submit Your Application: A completed application on forms provided by the Planning Division is required along with an application fee, written narrative, site plan, and business license application. To expedite the process, be sure that all parts of the application package are completed.

Necessary Conditions: Home occupations are permitted as an accessory use to the residential use of a property only when all the following conditions are met:

1. The home occupation is conducted inside a structure within property on which is established the primary residence of the practitioner(s);
2. The home occupation is incidental and subordinate to the residential functions of the property. No action related to the home occupation shall be permitted that impairs reasonable residential use of the dwelling;
3. There are no external alterations to the building which change its character from a dwelling;
4. The portion of the structure or facilities in which a home occupation is to be sited must be so designed that it may be readily converted to serve residential uses;
5. The business is conducted in a manner that will not alter the normal residential character of the premises by the use of color, materials, lighting and signs, or the emission of noise, vibration, dust, glare, heat, smoke or odors;
6. The home occupation does not generate materially greater traffic volumes than would normally be expected in the residential neighborhood; the frequency of deliveries should be comparable to that of a single-family home without a home business;
7. There is no outside storage or display of any kind related to the home occupation;
8. The home occupation does not require the use of electrical or mechanical equipment that would change the fire rating of the structure;
9. The home occupation does not require the use of electrical equipment that exceeds FCC standards for residential use;
10. The home occupation does not increase water or sewer use so that the combined total use for the dwelling and home occupation is significantly more than the average for residences in the neighborhood;
11. A business license is purchased where required;
12. The home occupation is conducted only by immediate family members residing in the dwelling;
13. All stock in trade kept for sale on the premises is produced on site by hand without the use of automated or production line equipment.

Materials and Storage: The storage of equipment, materials, or goods shall be permitted in connection with a home occupation provided such storage complies with the following standards:

1. All equipment, materials, or goods shall be stored completely within the space designated for home occupation activities and not visible from the public right-of-way.
2. Only those materials or goods that are utilized or produced in connection with the home occupation may be stored within the dwelling unit or accessory building.
3. All flammable or combustible compounds, products, or materials shall be maintained and utilized in compliance with fire code.
4. The frequency of home deliveries should be comparable to that of a single-family home without a home occupation associated with the residence.
5. A home occupation permit application (including a site plan) shall be supplied to and approved by the City of Yakima Planning Division prior to operation of any home occupation.

Appearance of Home: The approval of the home occupation should not change the neighborhood appearance. To address this concern, signs are limited to one small non-illuminated nameplate (two square feet in size) displayed on the wall of the residence. Also, alterations to the residence cannot be changed to the extent that the structure could not be used as a home in the future.

Type I Review – Permitted Home Occupation

Applications for Class 1 uses are permitted outright in the zoning districts identified in Table 4-2 (YMC 15.04.120); however, the administrative official shall review the use and associated site improvements for compliance under the provisions of YMC Chapter 15.13. A general site plan conforming to the provisions of YMC 15.11.040 shall accompany the application. The administrative official may request any other information necessary to clarify the application or determine compliance. In certain circumstances, the administrative official may require that a Class 1 use undergo a Type II review.

Notice of Decision – After reviewing any requested additional information, the administrative official shall notify the applicant of the approval or denial of the land use application.

Appeals – Any decision by the administrative official to deny issuance of a permit/license for a Type I review may be appealed to the Hearing Examiner under the provisions of YMC 15.16.030. Appeals must be filed within 14 days of the decision on forms provided by the Planning Department along with the appeal application fee.

Type II Review – Approval by the Administrative Official Required

Applications for Class 2 uses are generally permitted in the zoning districts identified in Table 4-2 (YMC 15.04.120), however the compatibility cannot be determined in advance; therefore a Type II review by the administrative official is required under the provisions of YMC Chapter 15.14. The administrative official may request any other information necessary to clarify the application or determine compliance. A general site plan conforming to the provisions of YMC 15.11.040 shall accompany the application. In certain circumstances, the administrative official may require that a Class 2 use undergo a Type III review.

Notice of Application – A copy of your application, narrative, preliminary site plan, and other pertinent information will be mailed to the applicant/owner and all property owners within 300 feet of the subject property. This notice provides opportunity for the public to submit written comments on the proposal during a 20-day comment period.

Notice of Decision – After reviewing any requested additional information and considering all the public comments received, the administrative official shall make a final decision. The Notice of Decision will be mailed to you and all parties of record.

Appeals – Decisions by the Administrative Official under Type II review may be appealed to the Hearing Examiner in accordance with YMC 15.16.030. Appeals must be filed within 14 days of the date of decision on forms provided by the Planning Department along with the appeal application fee.

Type III Review – Public Hearing and Approval by the Hearing Examiner Required

Applications for Class 3 uses are generally not permitted in a particular district, but may be allowed by the Hearing Examiner after a Type III review and public hearing. The procedures in YMC Chapter 15.15 shall be used to review and evaluate Class 3 uses or Class 2 uses that have been forwarded to the Hearing Examiner for review. The planner or hearing examiner may request any additional information necessary to clarify the application or determine compliance. A detailed site plan conforming to the provisions of YMC 15.11.050 shall accompany the application.

Notice of Application and Public Hearing – A copy of your application, narrative, preliminary site plan, and other pertinent information will be mailed to you and all property owners within 300 feet of the subject property. A Notice of Application and Public Hearing date will be published in the Yakima Herald Republic. The applicant must post the subject property with City supplied signs at least 20 days prior to the hearing date. This notice provides opportunity for the public to submit written comments on the proposal during a 20-day comment period.

Attend the Public Hearing – The Hearing Examiner will conduct the public hearing. Hearings are generally scheduled on the second and fourth Thursday of the month beginning at 9:00 a.m. in the City Hall Council Chambers. These hearings are recorded and televised on the Yakima Public Access Channel (YPAC). Your or your representative must attend the hearing; however, legal representation is not required.

Notice of Decision – Within ten working days after the close of the public hearing, the Hearing Examiner will issue a written decision. The Notice of Hearing Examiner's Decision will be mailed to you and all parties of record.

Appeals – Decisions by the Hearing Examiner under Type III review may be appealed to the City Council in accordance with YMC 15.16.040. Appeals must be filed within fourteen days of the date of Notice of Decision on forms provided by the Planning Department along with the appeal application fee.

Unclassified Home Occupation – Review by the Hearing Examiner

Home occupations not listed in Table 4-2 shall be reviewed by the Hearing Examiner in accordance with the provisions of YMC Chapter 15.22; provided, any unclassified home occupation permitted after review and decision by the Hearing Examiner in a particular district shall be allowed only as a Class 2 or Class 3 use.



LAND USE APPLICATION

CITY OF YAKIMA, DEPARTMENT OF COMMUNITY DEVELOPMENT
129 NORTH SECOND STREET, 2ND FLOOR, YAKIMA, WA 98901
PHONE: (509) 575-6183 FAX: (509) 575-6105

INSTRUCTIONS – PLEASE READ FIRST Please type or print your answers clearly.

Answer all questions completely. If you have any questions about this form or the application process, please ask a Planner. Remember to bring all necessary attachments and the required filing fee when the application is submitted. The Planning Division cannot accept an application unless it is complete and the filing fee paid. Filing fees are not refundable.

PART I - GENERAL INFORMATION AND PART II – CERTIFICATION are on this page. PART III, IV, and V contain additional information specific to your proposal and may require attachments.

PART I – GENERAL INFORMATION

1. Applicant's Information:	Name:							
	Mailing Address:							
	City:		St:		Zip:		Phone:	()
	E-Mail:							

2. Applicant's Interest in Property:	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other _____
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3. Property Owner's Information: [] Same as Applicant	Name:							
	Mailing Address:							
	City:		St:		Zip:		Phone:	()
	E-Mail:							

4. Subject Property's Assessor's Parcel Number(s):

5. Legal Description of Property. (if lengthy, please attach it on a separate document)

6. Property Address:

7. Property's Existing Zoning:
 SR R-1 R-2 R-3 B-1

8. Type Of Application: (**Application Fee Required per YMC 15.26**)
 Type (1) Review Home Occupation **\$125.00**
 Type (2) Review Home Occupation **\$430.00**
 Type (3) Review Home Occupation **\$1,635.00**

PART II – CERTIFICATION

I certify that the information on this application and the required attachments are true and correct to the best of my knowledge. If granted a home occupation permit, I agree to comply with the requirements established for home occupations in Chapter 15.04 of the Yakima Urban Area Zoning Ordinance and acknowledge that I am subject to those penalties established by said ordinance should I fail to comply. I further agree to comply with all Building, Plumbing, Mechanical and any other Code of the City of Yakima in connection with the structure utilized for the home occupation.

Property Owner's Signature

Date

Applicant's Signature

Date

FILE/APPLICATION(S)#

DATE FEE PAID:	RECEIVED BY:	AMOUNT PAID:	RECEIPT NO:
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Supplemental Application For:
HOME OCCUPATIONS
 YAKIMA MUNICIPAL CODE CH. 15.04.120



PART III - BUSINESS INFORMATION

1. BUSINESS NAME:

2. BUSINESS TYPE (Check One Below): TABLE 4-2 PERMITTED HOME OCCUPATIONS (ORD#2018-047)

<input type="checkbox"/> = Type (1) Permitted Home Occupation <input type="checkbox"/> = Type (2) Review and Approval by the Administrative Official Required <input type="checkbox"/> = Type (3) Review Public Hearing and Approval by the Hearing Examiner Required <input type="checkbox"/> = Not Permitted <small>* Refers to definition in YMC Chapter 15.02</small>		SR	R-1	R-2	R-3	B-1
<input type="checkbox"/> Accountant		1	1	1	1	
<input type="checkbox"/> Architect		1	1	1	1	
<input type="checkbox"/> Artist, author, arts and crafts		1	1	1	1	
<input type="checkbox"/> Attorney		1	1	1	1	
<input type="checkbox"/> Barbershop, beauty parlor		2	2	2	2	
<input type="checkbox"/> Bed and breakfast*		1	2	1	1	
<input type="checkbox"/> Business administration		1	1	1	1	
<input type="checkbox"/> Cabinet, mill work, carpentry work		2				2
<input type="checkbox"/> Catering service		2	2	2	2	2
<input type="checkbox"/> Ceramics and sculpting		2	2	2	2	
<input type="checkbox"/> Composer		1	1	1	1	
<input type="checkbox"/> Day care, family home*		1	1	1	1	1
<input type="checkbox"/> Dentist		1	2	2	2	
<input type="checkbox"/> Dog grooming		2	3	3	3	3
<input type="checkbox"/> Dressmaker, seamstress, tailor		1	1	1	1	
<input type="checkbox"/> Engineer		1	1	1	1	
<input type="checkbox"/> Food preparation*		1	2	1	1	1
<input type="checkbox"/> Home contractor*		1	1	1	2	1
<input type="checkbox"/> Home instruction* 1—5 students		1	1	1	1	1
<input type="checkbox"/> Home instruction* 6—8 students		2	2	2	2	2
<input type="checkbox"/> Insurance agent		1	1	1	1	
<input type="checkbox"/> Locksmith		1	2	2	1	1
<input type="checkbox"/> Photographer (not including productions studio)		1	2	2	2	
<input type="checkbox"/> Physician		1	2	2	2	
<input type="checkbox"/> Product assemblage*		1	2	2	2	1
<input type="checkbox"/> Massage therapy/spa*		1	1	1	1	1
<input type="checkbox"/> Music teacher		1	1	1	1	
<input type="checkbox"/> Production of small articles by hand without the use of automated or production line equipment		1	2	2	2	
<input type="checkbox"/> Radio, television and small appliance repair		2	2	2	2	
<input type="checkbox"/> Real estate agent		1	1	1	1	
<input type="checkbox"/> Secretarial, phone answering, desktop publishing service*		1	1	1	1	
<input type="checkbox"/> Small engine repair		2				
<input type="checkbox"/> Taxicab Operator*		1	1	1	2	1
<input type="checkbox"/> Wedding service		2	2	2	2	2
<input type="checkbox"/> Unclassified home occupation		See YMC 15.04.120(G)				

PART IV - WRITTEN NARRATIVE (Please submit a written response to the following questions)

1. Fully describe the proposed nature of business, parking spaces, and traffic impacts. Describe the hours of operation, days per week and estimate the number of hours a month you will be working.

2. How is the proposal compatible to neighboring properties?

3. What mitigation measures are proposed to promote compatibility?

4. How is your proposal consistent with the current zoning of your property?

5. How is your proposal consistent with uses and zoning of neighboring properties?

6. How is your proposal in the best interest of the community?

FOR FAMILY HOME DAYCARE:

What is the number of children you are licensed for/will be caring for? _____

- Please provide a floor plan of your residence, showing what area(s) will be used for the in-home daycare. (Clearly identify those areas on the plan in a different color ink or markings.)
- A fire inspection is required for in-home daycares for 6 or more children. The inspection must be scheduled and approved prior to issuance of the home occupation permit/general business license. Contact the Yakima Fire Department to schedule an inspection at (509) 575-6060.
 - 1. Smoke detectors are required in and adjoining children's sleeping areas.
 - 2. Fire extinguisher (Minimum 2A10:BC) is required for every floor level used for daycare.
 - 3. Compliance with Section 310 of the Washington State Amendments.

PART V – REQUIRED ATTACHMENTS

1. SITE PLAN: (Required for all applications except Business Administration).
See site plan checklist for general or detailed site plan requirements.

GENERAL SITE PLAN CHECKLIST FOR TYPE I & TYPE II REVIEW

The site plan shall also include any other information required by the Department or Administrative Official to clarify the proposal, assess its impacts, or determine compliance with this Title. The Administrative Official may waive part or all of the requirements for a site plan for Class 1 home occupations.

All general site plans shall be drawn to scale and be legibly drawn, prepared, or printed on 8 ½”x11” or 11”x17” paper size, unless otherwise requested. The scale of the drawing shall be a standard engineering scale and shall reasonably utilize the paper’s size.

General Site Plan Checklist for Type I and Type II Review – YMC §15.11.040(B):

- | |
|--|
| <input type="checkbox"/> Parcel Number(s) |
| <input type="checkbox"/> Property Address |
| <input type="checkbox"/> Legal Description |
| <input type="checkbox"/> North Arrow |
| <input type="checkbox"/> Scale |
| <input type="checkbox"/> Applicant Name |
| <input type="checkbox"/> Project Name |
| <input type="checkbox"/> Property Dimensions and Shape of Lot |
| <input type="checkbox"/> Size and Location of Existing Structures |
| <input type="checkbox"/> Size and Location of Proposed Structures |
| <input type="checkbox"/> Distance(s) of Structures to Property Line and Centerline of Right-of-Way (YMC § Ch.15.05, Table 5-1) |
| <input type="checkbox"/> Location of Existing and Proposed Signage (YMC § Ch.15.08) |
| <input type="checkbox"/> Size and Location of Utilities |
| <input type="checkbox"/> Parking Circulation Plan (YMC § Ch.15.06.030) |
| <input type="checkbox"/> Proposed Landscaping (YMC § Ch.15.06.090) |
| <input type="checkbox"/> Proposed Sitescreening (YMC § Ch.15.07) |
| <input type="checkbox"/> Location of Ingress and Egress Points |
| <input type="checkbox"/> Adjacent Rights-of-Way and Existing Frontage Improvements |
| <input type="checkbox"/> Lot Coverage Calculation (YMC § Ch.15.05.020(C)) |
| <input type="checkbox"/> Clearview Triangle YMC § Ch.15.05.040 – Vision Clearance |
| <input type="checkbox"/> Dumpster and Screening Location |

DETAILED SITEPLAN CHECKLIST FOR TYPE III REVIEW

In Order For Application To Be Determined Complete, A Site Plan Must Be Completed And Submitted.

A Detailed Site Plan Is Required: On August 6, 1996, the City Council passed a resolution (No. R-96-91) adopting a requirement that all site plans submitted with any City of Yakima building permit application, land use application, and environmental application must contain the following information listed below and be acceptable by the appropriate division manager. All information that is applicable to your proposal shall be checked off and clearly displayed on the site plan. It is in the applicant's best interest to provide a carefully drawn and scaled site plan with all the required information. The decision on whether or not to grant approval of your development proposal is largely based on the information you provide. An application cannot be processed until an adequate site plan is submitted.

Note: You may benefit from the aid of a professional in the preparation of a site plan.

- 1) **Use Ink:** Use blue or black permanent ink. It may be helpful to draft the site plan in pencil then trace over in ink. Ink is necessary for adequate duplication. Computer drafted site plans are acceptable.
- 2) **Size of Paper:** The site plan shall be legibly drawn in ink on paper of sufficient size to contain the required information, but not less than 8.5" X 11" for Type (1) Review and 11" X 17" for Type (2) and Type (3) Reviews.
- 3) **Use A Straight Edge:** All lines must be straight and done with the aid of a ruler or other straight edge. Use a compass when delineating circular drawings such as cul-de-sacs.
- 4) **Drawn to Scale:** All site plans shall be drawn to a standard engineering scale and indicated on the site plan. The scale selected shall best fit the paper. The recommended scale shall be: 1"=20'. For example, if the distance from a structure to a property line is 20 feet, then the distance on the site plan will be 1 inch.
- 5) **Use Site Plan Checklist:** Use the site plan checklist and provide all applicable information on the site plan.
- 6) **Fill In Information On The Site Plan Template Available At The City Of Yakima Or Attach The Information Below To Your Site Plan:** Complete all information requested on the bottom of the site plan template. If you use a different medium, provide the requested information on the alternative paper.

Please complete this checklist and include it with your site plan. The site plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.

Check all boxes as: Included or - Not Applicable

<input type="checkbox"/>	Name, address, phone number, and signature of the owner or person responsible for the property.
<input type="checkbox"/>	Site address, parcel number(s), and zoning designation
<input type="checkbox"/>	Property boundaries and dimensions
<input type="checkbox"/>	Names and dimensions of all existing streets bounding or touching the site
<input type="checkbox"/>	Dimensions, location and use of proposed and existing structures
<input type="checkbox"/>	Structure setbacks
<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	Lot coverage with calculations shown on site plan. (YMC § Ch. 15.05.020(C))
<input type="checkbox"/>	Location and size of any easements
<input type="checkbox"/>	Location and type of existing and proposed landscaping including landscaping within the public right-of-way
<input type="checkbox"/>	Location and size of existing and proposed side sewer and water service lines
<input type="checkbox"/>	Adjacent land uses and zoning designations
<input type="checkbox"/>	Location and size of all parking spaces with the parking calculations shown on the site plan
<input type="checkbox"/>	Location and dimensions of proposed or existing driveway approaches.
<input type="checkbox"/>	Vision clearance triangles at street intersections and at driveways. Clearview Triangle – YMC § Ch. 15.05.040
<input type="checkbox"/>	Curb cuts intersecting with streets
<input type="checkbox"/>	Location and size of new or existing loading spaces and docks
<input type="checkbox"/>	Location and size of proposed or existing signs (YMC § Ch. 15.08)
<input type="checkbox"/>	Location, type, and description of required sitescreening (YMC § Ch. 15.07)
<input type="checkbox"/>	Location and size of required site drainage facilities including on-site retention.
<input type="checkbox"/>	Location, size and surfacing of refuse container area
<input type="checkbox"/>	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property.
<input type="checkbox"/>	Proposed improvements located within the public right-of-way.
<input type="checkbox"/>	Calculation of land use density

Note: Planning Division or Reviewing Official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the Yakima Municipal Code and other laws and regulations.

NECESSARY CONDITIONS – Home Occupations are permitted as an accessory use to the residential use of a property only when all the conditions below are met.

By checking the boxes below, I acknowledge that my home-based business will comply with each of the thirteen (13) conditions outlined in 15.04.120(C) and each of the five (5) conditions outlined in 15.04.120(D) of the Yakima Urban Area Zoning Ordinance.

- The home occupation is conducted inside a structure within property on which is established the primary residence of the practitioner(s);
- The home occupation is incidental and subordinate to the residential functions of the property. No action related to the home occupation shall be permitted that impairs reasonable residential use of the dwelling;
- There are no external alterations to the building which changes its character from a dwelling;
- The portion of the structure or facilities in which a home occupation is to be sited must be so designed that it may be readily converted to serve residential uses;
- The business is conducted in a manner that will not alter the normal residential character of the premises by the use of color, materials, lighting and signs, or the emission of noise, vibration, dust, glare, heat, smoke, or odors;
- The home occupation does not generate materially greater traffic volumes than would normally be expected in the residential neighborhood;
- There is no outside storage or display of any kind related to the home occupation;
- The home occupation does not require the use of electrical or mechanical equipment that would change the fire rating of the structure;
- The home occupation does not require the use of electrical equipment that exceeds FCC standards for residential use;
- The home occupation does not increase water or sewer use so that the combined total use for the dwelling and home occupation is significantly more than the average for residences in the neighborhood;
- A business license is purchased where required
- The home occupation is conducted only by immediate family members residing in the dwelling; and,
- All stock in trade kept for sale on the premises is produced on-site by hand without the use of automated or production line equipment.
- All equipment, materials, or goods shall be stored completely within the space designated for home occupation activities and not visible from the public right-of-way.
- Only those materials or goods that are utilized or produced in connection with the home occupation may be stored within the dwelling unit or accessory building.
- All flammable or combustible compounds, products, or materials shall be maintained and utilized in compliance with fire code.
- The frequency of home deliveries should be comparable to that of a single-family home without a home occupation associated with the residence.
- A home occupation permit application (including a site plan) shall be supplied to and approved by the City of Yakima Planning Division prior to operation of any home occupation.

DECLARATION REGARDING ADA EXEMPTION

Please fill out the Declaration Regarding ADA Exemption if clients do not come to your residence:

I, _____, am engaged in a home occupation business, _____, in my residence located at _____ Yakima, WA 9890__. The floor area of my residence is _____ sq. ft. and the area used for business purposes is _____ sq. ft. I assure the City of Yakima that the walk-in public will not be invited onto the premises as a customer of my business. I am not renovating or expanding the building. If I do such, I understand that I need to obtain a building permit. I declare, under penalty of perjury under the laws of the State of Washington that my statements above are true.

Signature

Date



COMMUNITY DEVELOPMENT DEPARTMENT

Code Administration Division

129 North Second Street, 2nd Floor Yakima, Washington 98901

(509) 575-6126 • Fax (509) 576-6576

codes@yakimawa.gov • www.buildingyakima.com

GENERAL BUSINESS LICENSE APPLICATION

**COMPLIANCE WITH THE URBAN AREA ZONING ORDINANCE IS REQUIRED
PRIOR TO ISSUANCE OF ANY/ALL BUSINESS LICENSES**

****ALL INCOMPLETE APPLICATIONS WILL BE RETURNED****

GENERAL BUSINESS INFORMATION

Business Name: _____

Physical Location: _____ Suite _____

Parcel Number: _____ Zoning: _____

Mailing Address: _____ Suite # _____

Attention: _____

City: _____ State: _____ Zip: _____

Business Phone: _____

FAX #: _____ E-Mail Address: _____

WA State UBI#: (Tax Number) _____

Parent Company Name (if applicable): _____

Ownership Type: Individual ____ Partnership ____ Association ____ Corporation ____ LLC ____

Is this business a change in ownership of an existing business? _____

Detailed Description of Business: _____

Previous Location and License Number: _____

OWNERS/OFFICERS List Owners/Officers Below: (Use Separate Page if Needed)

Name: _____

Title: _____

Home Address: _____

Phone: _____

City, State, Zip: _____

Name: _____

Title: _____

Home Address: _____

Phone: _____

City, State, Zip: _____

OPERATION INFORMATION

Hours of Operation: _____

Days of Operation: _____

Number of Employees and Owners Combined: _____

Tax Exempt? Y/N

Will there be alterations to the building for your business? Y/N

Does this business share space with other business(es)? Y/N

If Yes, please provide name of business(es): _____

REQUIRED ATTACHMENTS

The following attachments are required in the following situations: change to a use requiring more parking per code; change in site layout (i.e. revised parking, circulation, building layout; relocation or addition of utility lines/appurtenances); adding an additional business in an existing building. (Please contact City staff if you have questions on applicability.)

- a. A scaled site plan including the location of off-street parking as well as onsite water and sewer infrastructure. Also include the location and number of disabled parking spaces and whether the lot is paved or unpaved. A current aerial photo *may* substitute the site plan requirement if the existing parking configuration can be deciphered from the aerial and if the new use does not change the required number of parking spaces or utility layout.
- b. A scaled floor plan which identifies the use of each room in the building.
- c. A complete application for Type 1, 2, or 3, depending on zoning designation.
- d. A completed IW Survey Form (attached) or indicate the date when the electronic IW Survey form was submitted: _____

ACCESSIBILITY

Please be advised that changes in occupancy of an existing building often trigger accessibility requirements such as accessible parking spaces, an accessible building entrance, and other items. Improvements that require permits may also trigger accessibility requirements in an existing building.

The issuance of this license is a tax on your business activity and does not entitle you to conduct business in violation of any other federal, state or local laws applicable to that business operation. **Applicant is responsible for obtaining approval from property owner for all activities conducted on private property.**

Applicant's Signature and Title

Printed Name

Date

LICENSE FEES: Those applying after June 30th will be charged half price.

# Owners/ Employees	1-2	3-5	6-9	10-14	15-20	21-30	31-45	46-60	61-80	over 80
Fee	\$42.90	\$85.80	\$150.00	\$214.20	\$321.15	\$428.40	\$642.60	\$856.80	\$1,071.00	\$1,285.20

FOR OFFICE USE ONLY

Previous Occupancy Class: _____ NEW Occupancy Class: _____ Change of Use: Y/N Tax Exempt: Y/N

	<u>No</u>	<u>Yes</u>
Fire, Life, Safety Inspection <u>Prior to Issuing License</u>	()	()
Change of Occupancy	()	()
Fire, Life, Safety Inspection Prior to Opening	()	()
Building Inspection Required (restrooms, parking, etc.)	()	()

Planning File #: _____ Issued Date: _____ Planner Initials: _____

Use label in Table 4-2 of UAZO: _____

Parking spaces for this use: Required _____ Provided _____

Comments: _____

Reviewed by Code Administration Staff: _____ Date: _____

Comments: _____
