



## City of Yakima

# Home Occupation Type I Review

## Zoning Review Application Packet

This application packet is for zoning review for your home-based business. It is important that all parts of this application packet be completed, including the narrative questions. Any item not applicable should be so noted. In addition to zoning review, you must also apply for a Washington State Business License and a Yakima city business license endorsement from the Washington State Department of Revenue ([www.dor.wa.gov](http://www.dor.wa.gov)); visit their website for State and City licensing fees. Your city license will not be issued until you receive zoning approval. Remember to sign your application. If you have any questions about your application, please ask to speak with a Planner.

### **City of Yakima, Planning Division**

**129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901**

**Phone#: (509) 575-6183    Email: [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov)**

Check <https://www.yakimawa.gov/services/planning/land-use-application-forms/> for the most current version of this application form.

### **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. 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.

# 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 Yakima city business license endorsement from the WA State Department of Revenue ([www.dor.wa.gov](http://www.dor.wa.gov)).**

**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](http://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). For the purpose of administering this section, "primary residence" shall be defined as the residence where a person or persons resides for the majority of the calendar year;
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.



## 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, and IV 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 _____			
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/Business Location:								
7. Property's Existing Zoning: <input type="checkbox"/> SR <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> B-1								
8. Type Of Application: ( <b>Application Fee Required per YMC 15.26</b> ) <input type="checkbox"/> Type (1) Review Home Occupation								

### 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 (Required)	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 OCCUPATION TYPE 1 REVIEW**  
 YAKIMA MUNICIPAL CODE CH. 15.04.120

**PART III - BUSINESS INFORMATION**

**1. BUSINESS NAME:**

**2. BUSINESS TYPE (Check One Below): YMC 15.04.120 TABLE 4-2 PERMITTED HOME OCCUPATIONS**

<input type="checkbox"/> = Type (1) Permitted Home Occupation <input type="checkbox"/> = Not Permitted                * Refers to definition in YMC Chapter 15.02 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> = A different application form is required.	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"/> 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	1	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	1	1	1	
<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"/> Short Term Rental*	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

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

1. Fully describe the proposed nature of home-based business. Describe the hours of operation, days per week and estimate the number of hours a month you will be working.

2. Please list all owners and employees associated with this business.

3. Per the Washington State Residential Code, home-based business uses (per YMC Table 4-2) which are conducted primarily by the occupants of the dwelling unit and are secondary to the use of the unit for dwelling purposes, shall not exceed 500 square feet. Please indicate how much floor area you will use for your home-based business. (Size not applicable to family day care homes.)

**FOR FAMILY HOME DAYCARE:**

The Washington State Residential Code allows family day care homes licensed by the Washington State Department of Social and Health Services as secondary uses to the primary dwelling unit.

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.

**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 signing the application under Part II, 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). For the purposes of administering this section, “primary residence” shall be defined as the residence where a person or persons resides for the majority of the calendar year.
- 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;
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- 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 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.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**