



# City of Yakima

## Home Occupation

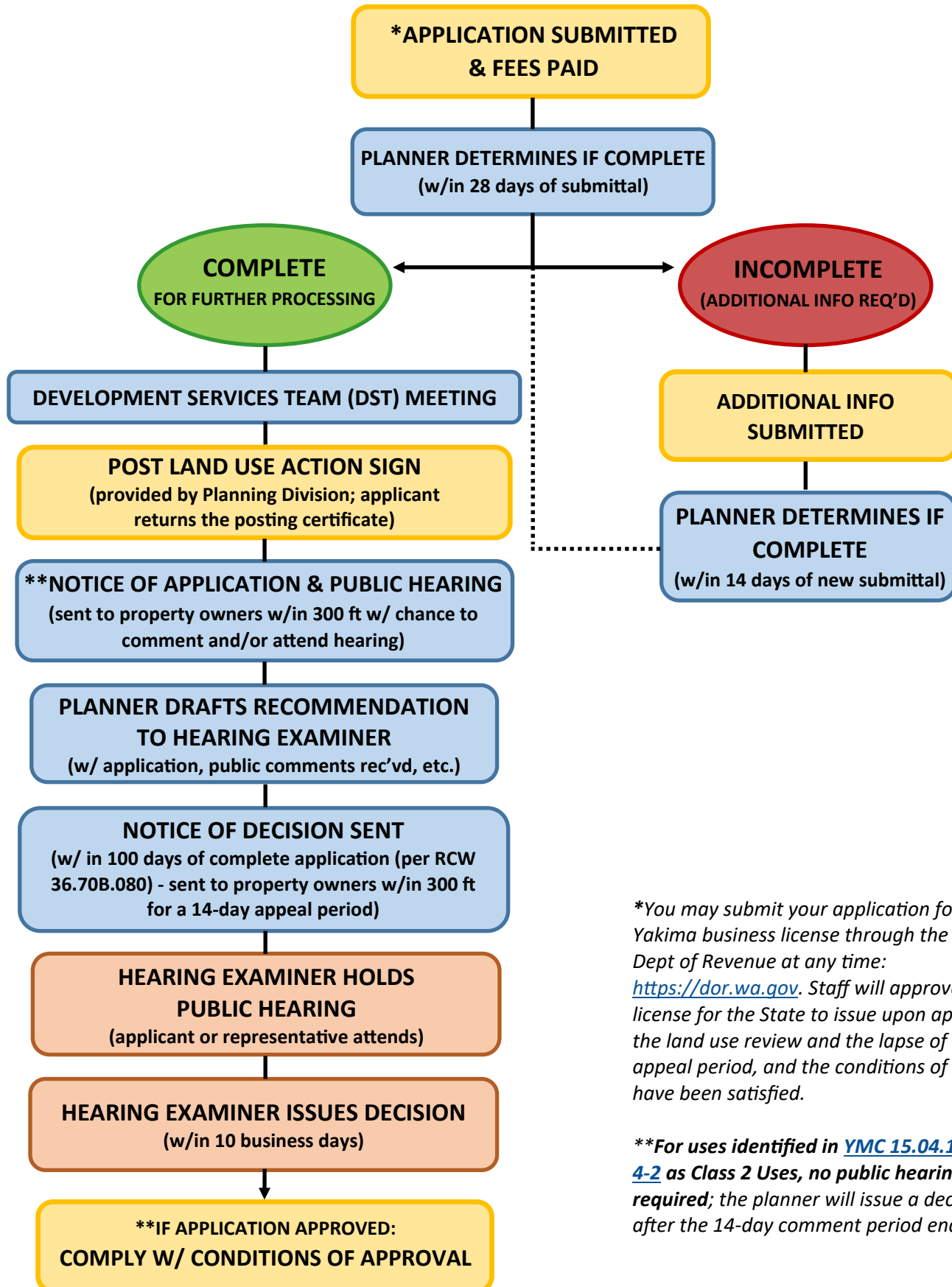
### Application Packet

#### About this Application:

Business may be conducted within a dwelling as an accessory use under the provisions of [YMC 15.04.120](#), as long as the home occupation is compatible with other uses permitted in the underlying zone; the existing dwelling is preserved as the primary use of the structure or property; 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. **All home occupations require a Yakima city business license endorsement from the Washington State Department of Revenue ([www.dor.wa.gov](http://www.dor.wa.gov)).**

**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.



*\*You may submit your application for your Yakima business license through the WA State Dept of Revenue at any time: <https://dor.wa.gov>. Staff will approve the license for the State to issue upon approval of the land use review and the lapse of the appeal period, and the conditions of approval have been satisfied.*

*\*\*For uses identified in [YMC 15.04.120 Table 4-2](#) as Class 2 Uses, no public hearing is required; the planner will issue a decision after the 14-day comment period ends.*



## COMMUNITY DEVELOPMENT DEPARTMENT

### Planning Division

129 N. 2<sup>nd</sup> St., Yakima, WA 98901

Phone: (509) 575-6183 Email: [Ask.Planning@yakimawa.gov](mailto:Ask.Planning@yakimawa.gov)

## HOME OCCUPATION

### LAND USE APPLICATION FORM ([YMC 15.04.120](#))

Please complete this page and the attached forms. If you have any questions about this form or the application process, please ask to speak with a planner. All necessary attachments and the filing fee are required upon submittal. Filing fees are non-refundable.

#### **APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Interest in Property: ☐ Property Owner ☐ Agent ☐ Purchaser Other: \_\_\_\_\_

#### **PROPERTY OWNER INFORMATION** (check if same as applicant ☐)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### **SUBJECT PROPERTY INFORMATION**

Address: \_\_\_\_\_

Parcel Number(s) (if lengthy, attach on separate document): \_\_\_\_\_

Legal Description (if lengthy, attach on separate document): \_\_\_\_\_

Current Zoning Designation:

☐ SR ☐ R-1 ☐ R-2 ☐ R-3 ☐ B-1 ☐ B-2 ☐ HB ☐ SCC ☐ LCC ☐ CBD ☐ GC ☐ AS ☐ RD ☐ M-1 ☐ M-2

**APPLICATION INFORMATION** - As dictated by [YMC 15.04.120 Table 4-2](#), I am applying for a:

☐ Type (2) Review Home Occupation ☐ Type (3) Review Home Occupation

#### **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

#### **STAFF USE ONLY:**

**File/Application #:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_ **Received By:** \_\_\_\_\_ **Amount Paid:** \_\_\_\_\_

**Receipt No.:** \_\_\_\_\_



# HOME OCCUPATION LAND USE APPLICATION FORM (CONT'D)

## APPLICATION QUESTIONS:

1. Business Name:
2. Business Type (**check one from table below**) (from [YMC 15.04.120](#) Table 4-2, Permitted Home Occupations):

**NOTE:** Proposed Home Occupations in existing dwellings in the commercial and industrial zoning districts shall follow the land use requirements of the R-3 zoning district ([YMC 15.04.120\(B\)](#)).

- ☐ 1 = Type (1) Permitted Home Occupation;  
no home occupation application required.
- ☐ 2 = Type (2) Review and Approval by the  
Administrative Official Required
- ☐ 3 = Type (3) Review Public Hearing and Approval  
by the Hearing Examiner Required

	Zoning District			
	SR	R-1	R-2	R-3
<input type="checkbox"/> Barbershop, beauty parlor	2	2	2	2
<input type="checkbox"/> Business administration*	1	1	1	1
<input type="checkbox"/> Day care, family home*	1	1	1	1
<input type="checkbox"/> Dentist	1	2	2	2
<input type="checkbox"/> Dog grooming	2	3	3	3
<input type="checkbox"/> Food preparation*	1	1	1	1
<input type="checkbox"/> Home contractor*	1	1	1	1
<input type="checkbox"/> Home instruction* 1—5 students	1	1	1	1
<input type="checkbox"/> Home instruction* 6—8 students	2	2	2	2
<input type="checkbox"/> Home office*	1	1	1	1
<input type="checkbox"/> Locksmith and gunsmith	1	1	1	1
<input type="checkbox"/> Massage therapy/spa*	1	1	1	1
<input type="checkbox"/> Physician	1	2	2	2
<input type="checkbox"/> Product assemblage/service*	1	2	2	2
<input type="checkbox"/> Short term rental*	1	1	1	1
<input type="checkbox"/> Taxicab operator*	1	1	1	1
<input type="checkbox"/> Wedding service	2	2	2	2
* Refers to definition in <a href="#">YMC Chapter 15.02</a>				

3. 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:
4. Please list all owners and employees associated with this business:
5. How is the proposal compatible to neighboring properties?



## HOME OCCUPATION LAND USE APPLICATION FORM (CONT'D)

### FOR FAMILY HOME DAYCARES ONLY:

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 by the Yakima Fire Department may be required. The inspection must be scheduled and approved prior to issuance of the 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.

### REQUIRED ATTACHMENTS:

1. **SITE PLAN OR AERIAL PHOTO.** See attached site plan checklist for requirements. An aerial photo may be submitted in lieu of a site plan if the photo shows all structures and parking areas and no new construction or site modifications are proposed.



# CITY OF YAKIMA SITE PLAN CHECKLIST

## For Land Use Review & Building Permits



**Site plans required for land use review and building permits shall include the items listed below.**

Sections from the Yakima Municipal Code are referenced by some items to help guide applicants. This is not a comprehensive list. View the full Yakima Municipal Code here: <https://www.codepublishing.com/WA/Yakima/>

- ☐ Property address, parcel number, and zoning designation;
- ☐ Legal description of the land;
- ☐ North arrow and scale of drawing;
- ☐ Name of applicant, phone number, signature of property owner and project name;
- ☐ Actual dimensions and shape of the lot to be built upon;
- ☐ Sizes and location of existing structures on the lot to the nearest foot;
- ☐ Location and dimensions of proposed structures and uses;
- ☐ All structure setbacks ([YMC § 15.05.030](#));
- ☐ Lot coverage calculations ([YMC § 15.05.020\(C\)](#));
- ☐ Clearview triangle ([YMC § 15.05.040](#));
- ☐ Size and location of proposed and existing utility easements and other easements;
- ☐ Location and size of required site drainage facilities including on-site retention;
- ☐ Adjacent Right-of-Way dedication and frontage improvements;
- ☐ Distance(s) of structures to property line and to the centerline of the Right-of-Way ([YMC § 15.05.030](#), Table 5-1);
- ☐ Location of ingress and egress, including curb cuts intersecting with streets and dimensions of proposed or existing driveways ([YMC § 15.06.065](#));
- ☐ Location and size of parking stalls with accessible parking spaces and aisles identified ([YMC Ch. 15.06](#));
- ☐ Location of electric vehicle (EV) infrastructure;
- ☐ Parking circulation plan with proposed landscaping and sitescreening ([YMC Ch. 15.06](#));
- ☐ Location and size of new or existing loading spaces ([YMC § 15.06.130](#));
- ☐ Proposed and existing signage ([YMC Ch. 15.08](#)); and
- ☐ Proposed or existing mailbox location.

**A site plan for development in the floodplain overlay shall also include the following information:**

- ☐ Size and location of floodplain and floodway on the lot;
- ☐ Elevation in relation to the one-hundred-year flood level of the lowest floor (including basement) of all structures;
- ☐ Elevation in relation to mean sea level of any structure that has been floodproofed;
- ☐ Certification by a registered professional engineer or architect that established floodproofing standards have been met;
- ☐ Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development; and
- ☐ Any other site plan requirements identified in [YMC Ch. 15.27](#) Part Four.

*Additional information may be requested. Projects requiring work in the public right-of-way or involving city water main lines or sewer main lines will be required to submit civil plans to the Engineering Division for review.*