



## HOME OCCUPATIONS SUBMITTAL CHECKLIST

Home Occupations are small-scale commercial occupations incidental to residential uses and located on residential lots. They are permitted in all residential zoning districts and are governed by [LSMC 14.44.015](#). City regulations guarantee all neighborhood residents freedom from possible negative effects of commercial uses. The following items are required for a Home Occupation:

### Required Submittal Items:

1. Completed application to the Washington Department of Revenue (DOR) accurately describing the following:
  - a. Address of business activity (PO Box is not acceptable)
  - b. Business name and business activity/services
  - c. Number of customers visiting the residence per week
  - d. Professional license information, where applicable
  - e. Employee count
  - f. Proposed square footage of business area
  - g. Intent to conduct internal or external modifications
    - i. Modifications may require a separate building permit. Please contact our Building Department at 425-622-9400 for questions on applicability.
  - h. Presence and quantity of hazardous materials
2. DOR processing fee

### In-Home Daycares Only (in addition to required submittal items above):

3. A copy of your Department of Children Youth and Families (DCYF) license. Note that we will not approve your local business endorsement prior to reception of this state license. Please contact the City if the State needs verification of our process.
4. Verification of minimal change to the outside appearance of the residence
5. Verification that any on-site outdoor recreation facilities for business use are screened by at least a four-foot-high fence
6. Identification of safe passenger loading areas outside of the public right-of-way
7. Written notice to adjacent properties of the intent to locate and maintain a childcare facility. Notices generally include the business address, business name, business owner name, and date. Applicant shall provide to the City: a) The list of addresses contacted with this notice and b) A copy of the notice.

### Adult Family Homes Only (in addition to required submittal items above):

8. A city business license approved prior or simultaneously
9. A Building Permit whose scope identifies the operation of an Adult Family Home.
10. Adult family home [intake fee](#)