



TOWN OF COUPEVILLE HOME OCCUPATION APPLICATION & PERMIT

File: _____

Applicant: _____

DBA (if applicable): _____

Property address: _____

Phone: _____ Email: _____

Mailing Address: _____

Property Owner (if different): _____

Property Owner Mailing Address: _____

Business to be conducted at this location: _____

Area of residence in square feet: _____ Area of home occupation in square feet: _____

Will home occupation be conducted entirely within a structure? _____

What exterior modifications to the site or residence, including signs, will be required? _____

What licenses or approvals from other agencies will be required? _____

How many daily visitors _____, deliveries _____, and/or resident trips _____ related to the home occupation are anticipated?

Hours/days of operation: _____

How will the home occupation result in an increase in noise, vibration, smoke, dust, odor, heat, glare, light, or electrical interference? _____

I DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE, CORRECT AND COMPLETE, AND THAT THIS APPLICATION IS MADE WITH THE FULL KNOWLEDGE AND CONSENT OF THE PROPERTY OWNER(S).

Applicant's Signature

Date

Home Occupations – General Requirements

All home occupations, whether Class I or Class II, shall meet the following general requirements:

1. Home occupations are required to have a valid Certificate of Occupancy issued by the Town of Coupeville.
2. Home occupations shall be conducted entirely within the principal or accessory building.
3. Home occupations shall be customarily incidental or secondary to the use of the property as a dwelling, and shall occupy not more than 50% of the gross floor area of the dwelling unit.
4. The operation of a home occupation shall not require structural alterations or appurtenances which are not seen typically in Coupeville residential architecture.
5. Home occupations shall not generate noise, vibration, smoke, dust, odor, heat, glare, light or electrical interference that exceed levels customarily associated with residential use.
6. Use of hazardous materials or equipment shall comply with requirements in the Uniform Building Code and Uniform Fire Code.
7. Customer/client contact shall be limited to the hours between 8:00 a.m. and 8:00 p.m.
8. No special lighting, banners, flags, balloons, streamers or other devices may be used to draw attention to the home occupation.
9. Permits to operate home occupations shall not be transferable to other persons or locations.

The Town permits two classes of home occupations depending on the anticipated level of activity associated with the home business. Please read over the following standards and check which one will fit your situation.

Class I Home Occupations: Class I home occupations are accessory uses to a residential principal use, and are characterized as having a negligible impact on residential neighborhoods.

- 1) Apart from very occasional exceptions, no customers or clients shall visit the home occupation.
- 2) Deliveries and collections to and from the home occupation shall be limited to two per day.
- 3) No individual, not residing at the address of the home occupation shall be employed by the home occupation.
- 4) No sign is permitted.
- 5) Fee = \$250.00.

Class II Home Occupations: Class II home occupations are accessory uses to a residential principal use, and are characterized as having a minor impact on residential neighborhoods.

- 1) One non-illuminated sign up to 2 square feet may be displayed. This sign must be attached flush to the principal or accessory structure in which the home occupation is located.
- 2) A limited amount of scheduled or drop-in visits by customers or clients may be permitted, so long as this activity does not detract from neighborhood residential character.
- 3) Up to 2 employees not resident at the home occupation address may be employed, but in no case shall their hours of employment extend outside the 12 hour period between 8:00 a.m. and 8:00 p.m.
- 4) Off-street parking for non-resident employees shall include one space for each full-time equivalent employee. Non-resident employees shall not park in the public right-of-way.
- 5) Fee = \$500.00.

For Office Use Only

Class I _____ (\$250) **Class II** _____ (\$500)

Date Paid _____ **Invoice No.** _____

Public Notification

_____ Notice sent (date) _____ Appeal period ends

_____ **Approved:**

Conditions of approval:

- Compliance with all general requirements in CTC 16.10.070C including a Certificate of Occupancy for the home occupation.

_____ **Denied: Reason:** _____

Coupeville Town Planner

Date