



Home Occupation Application and Decision

FOR OFFICE USE ONLY

Permit #

UBI #

Date Applicant

Site Address Phone Number

Business Name

Business Description

Business Hours

Are you the property owner? Yes No (If no, provide a notarized letter from property owner stating he/she is aware of the business.)

A. Does your business have external indication of a commercial activity, including:

Yes No

- nonresident employees
client visits
business-related deliveries
vehicle signage

If you answered YES to any of the above, continue to Section B. If you answered NO, a Home Occupation permit is not necessary. (Note: City of Bellevue and Washington State business licenses are all that is required to conduct this business from your place of residence.)

B. Please answer the following questions:

- 1. Does the business involve automobile-related service? Yes No
2. Does the business warehouse more than 1,000 cubic feet of materials? Yes No
3. Does the business include external storage of goods? Yes No
4. Is the business on the property but conducted outside the structure? Yes No
5. Does the business utilize more than 25 percent of the gross floor area of the structure in which it is located? Yes No
6. Does the business employ more than one person who is not a resident of the dwelling? Yes No
7. Has the dwelling's exterior been changed in a manner which would alter its residential character? Yes No
8. Has there has been an expansion of parking resulting from the business? Yes No
9. Is there any exterior signage of the business other than business signage on the applicant's vehicle? Yes No

10. Is there is any exterior storage of business-related material?  Yes  No
11. Is there any other exterior indication of the business?  Yes  No
12. Is there any structural alteration to either the interior or exterior which changes its residential character?  Yes  No
13. Is there use of electrical or mechanical equipment which changes the fire rating of the structure, creates visible or audible interference in radio or television receivers, or causes fluctuations in line voltage outside the building.  Yes  No
14. Is there any noise, vibration, smoke, dust, odor, heat, or glare produced by the business which exceeds that normally associated with a dwelling?  Yes  No
15. In addition to the two parking stalls required for the residents, are there more than two vehicles parked on or in the vicinity of the property at any one time as a result of the business?  Yes  No
16. Are there more than two deliveries per week either to or from the residence by a private delivery service or use of a commercial vehicle other than that normally used by the applicant or an employee?  Yes  No
17. Will there be more than six client visits per day  Yes  No
18. Will there be more than one client on the premises at any one time?  
*The definition of "one client" does include a family arriving in a single vehicle.*  Yes  No

**If you answered YES to any of the above questions, a Home Occupation permit cannot be approved by the city. The proposed business should be relocated in a commercial district.**

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I further agree to comply with all city codes and regulations related to this home-based business.

\_\_\_\_\_ Date \_\_\_\_\_

Business Owner Name (Please Print)

\_\_\_\_\_

Business Owner Signature

- C.** In addition to this application, submit 2 copies of a site sketch on an 8 ½ " x 11" paper or pick obtain an aerial map at the Land Use desk in Development Services. Show and label the following items:
1. property lines
  2. street(s)
  3. driveway and/or parking area
  4. business entry

