



Home Occupation Permit

Application and Decision

Application Date _____

Applicant _____ Phone _____

Site Address _____ Contact Email _____

Business Name _____

Business Description _____

Business Hours _____

Are you the property owner?

Yes

No (If No, provide a notarized letter from the property owner stating he/she is aware of the business)

Do you, the applicant, currently reside at the site address?

Yes

No

Does your business have external indication of a commercial activity?

- nonresident employees Yes No
- client visits Yes No
- business-related deliveries Yes No
- vehicle signage Yes No

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

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 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 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 near the property at any one time because 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? Yes No
(The definition of "one client" does include a family arriving in a single vehicle)

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 to 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.

Business Owner Name (Please Print) _____ Date _____

Business Owner Signature _____

Permit Number _____ Planner _____ Public notice in The Seattle Times on _____ Property owners within 500 feet of the subject property were also notified via mail on this date. _____ Comments received ___ Yes ___ No Comments summary (describe)

The City of Bellevue will also consider: ([LUC 20.30N.140](#))

- whether, if deemed necessary, the business has been inspected by the Bellevue Fire Department, and the applicant commits to implement all required corrective measures within the stated time.
 - the location of the proposed home occupation in relation to traffic impacts and safety concerns to the adjacent neighborhood.
 - the impacts the proposed home occupation may have on the residential character of the neighborhood.
 - the cumulative impacts of the proposed home occupation in relation to other city-approved home occupations in the immediate vicinity.
 1. Address:
 permit #:
 business description:
 2. Address:
 permit #:
 business description:
- There are no city approved home occupation permits in the vicinity

Decision: Deny Approve with conditions:

Planner Signature _____ Date _____

The applicant may commence the business activity 20 calendar days following the date on which the final decision was mailed or the registration was approved. If the decision is appealed, the applicant may not begin operation of the business.

Development Services may review this home occupation permit in one year to determine if all the above conditions have been met. If the city receives complaints from residents in the area and it is determined the business has not complied with all the above regulations, this approval may be modified or revoked at any time if there are documented violations.

Tech Initials	Unified Business Identifier (UBI) #	Permit #
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