HOME OCCUPATION APPLICATION PACKET

TYPE I-ADM REVIEW PROCESS

CITY OF BLAINE
COMMUNITY DEVELOPMENT SERVICES
435 MARTIN STREET, SUITE 3000
BLAINE, WASHINGTON 98230
360-332-8311

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INFORMATION BULLETIN No. 18

City of Blaine

Updated September 2012

HOME OCCUPATION PERMITS

WHAT IS A HOME OCCUPATION PERMIT?

A Home Occupation Permit is just what it sounds like; it's a permit to run a business out of your home. Home businesses are regulated by local government for a variety of reasons, but primarily to ensure neighborhoods are protected from the impacts that can be caused by inappropriate home businesses.

A HOME OCCUPATION PERMIT CAN BE USED TO:

Run a business out of your home.

A HOME OCCUPATION PERMIT CANNOT BE USED TO:

Operate a business at a location that is not your home.

Run a business that creates a greater level of traffic then normally exists in a single family neighborhood.

Run a business that requires more than 25% of your home's floor area.

How is a Home Occupation Permit Approved?

They are approved administratively by Community Development Services. A Public Notice is posted at City Hall and on the City's website 10 days prior to the Director making a final decision.

Run a business where equipment is used that creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the property.

REQUIREMENTS FOR HOME OCCUPATION PERMITS:

No exterior alteration to the residence is allowed which would indicate a business is being operated inside.

HOW DO I SUBMIT AN APPLICATION?

Community Development Services will provide Home Occupation applications on request or you can log onto the following link and download a fillable application. Go to - http://www.cityofblaine.com

and then

Home > Departments > Community Development Services > Land Use Application & Packets

Fill out the application and submit it back to Community Development Services. If you have any questions please call Fran Raabe at (360) 332-8311 ext. 3337.

The primary use of the property must be residential.

Home Occupation Permits cannot be transferred to a new location or another person. If you wish to move a home occupation to a new location, a new application must be filled out and approved for the new location.

WHEN A HOME OCCUPATION APPLICATION IS SUBMITTED, THE CITY CHECKS FOR THE FOLLOWING:

- Property liens against any property of the applicants;
- Local criminal contact with the Blaine Police Department;

The City of Blaine's Community Development Department has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult City of Blaine, CDS staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

CITY OF BLAINE
COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

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HOME OCCUPATION PERMIT APPLICATION

HOME OCCUPATION PERMITS are granted when the application conforms to the conditions and regulations contained in BMC 17.96.040 (Summarized on the back of this form.)

APPLICANT(S) NAME(S):	
APPLICANT(S) PHONE NUMBER(S):	
BUSINESS NAME:	
ADDRESS OF HOME OCCUPATION:	
MAILING ADDRESS:	**EMAIL ADDRESS:**
WILL THERE BE ANY EMPLOYEES OTHER THAN FAMILY MEMBERS RESIDING ON THE PREMISES EMPLOYED BY THIS HOME OCCUPATION?	**# OF EMPLOYEES INCLUDING SELF:**
WILL CUSTOMERS/CLIENTS VISIT YOUR RESIDENCE FOR THE PURPOSE OF THIS OCCUPATION?	**IF YES - HOW OFTEN?**
WILL THERE BE PICK-UP FROM OR DELIVERIES TO YOUR RESIDENCE DUE TO THIS OCCUPATION?	**IF YES - HOW OFTEN?**
WILL THERE BE ANY EXTERIOR MODIFICATION OF YOUR RESIDENCE TO ACCOMMODATE THIS OCCUPATION?	**IF YES - PLEASE DESCRIBE:**
SQUARE FOOTAGE OF YOUR RESIDENCE:	**SQUARE FOOTAGE OF AREA THAT WILL BE USED TO CONDUCT THIS OCCUPATION: (CANNOT EXCEED 25% OF RESIDENCE)**
DETAILED DESCRIPTION OF BUSINESS OPERATION:	
PLEASE LIST ANY EQUIPMENT THAT WILL BE USED IN THE OPERATION OF THIS BUSINESS:	
APPLICANT(S) SIGNATURE(S):	