

## **ADDITIONAL INSTRUCTIONS**

**NATURE OF BUSINESS:** List your general or generic business, i.e., grocery store, dry cleaner, bank, restaurant, etc.

**COMPLETE DESCRIPTION OF BUSINESS:** List the activities taking place, i.e., type of sales (list merchandise), dry cleaning, laundry, car sales, truck sales, equipment leasing, alcohol sales, dancing, live music, etc.

**“TEMPORARY ACTIVITY”:** A business that is only in the city limits for a short period of time, i.e., carnival, sidewalk vendor, three-day car sales event. The maximum time permitted by the Municipal Code is 90 days.

**“HOME OCCUPATION”:** **A SECOND FORM MUST BE COMPLETED**  
Chapter 18.20 of the Sequim Municipal Code provides for Home Occupations. There are limitations to home occupations, such as creating no impositions or interference with the surrounding residential neighborhood. All activities must be carried on within the building. The home occupation should not create excessive parking or traffic and must comply with the Fire Codes. Off premise signs are prohibited. Home occupations are allowed one flush mounted or window sign not to exceed six (6) square feet. Sign permits are obtained through the Public Works Department.

**SQUARE FOOTAGE:** Square footage of building(s) and any outdoor display and/or customer area.

**# of EMPLOYEES:** Include all persons working on the site, including owners and family members. Independent contractors require their own license.

**BUSINESS PHYSICAL ADDRESS:** Complete and actual address or site of business, either in City or out of City for businesses with no fixed location within the city. Include suite or room number, if applicable.

**BUSINESS START DATE:** Date business first started within the City Limits of Sequim at this location or at a previous location.