



City of Sequim Planning Department
www.ci.sequim.wa.us

Phone: 360-683-4908
Fax: 360-681-0552

615 N. 5th Avenue
Sequim, WA 98382

APPLICATION FOR A HOME OCCUPATION PERMIT

For Department Use Only:	
Application Fee of \$350.00 plus consultant fee, if any; non-refundable	Application Number: _____
Receipt Number: _____	Associated Applications: _____
Date: _____	_____
Clerk: _____	_____
APPLICANT INFORMATION	
Owner's Name: _____	
Owner's E-mail Address: _____	
Owner's Mailing Address: _____	
Owner's Telephone: _____ Business Telephone: _____	
Representative's Name: _____	
Representative's E-mail Address: _____	
Representative's Mailing Address: _____	
Representative's Telephone: _____	
What zone is the subject property located in?	
Is the structure where business is to take place an existing non-conforming use; (i.e. residence in the commercial zone)? If yes, <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(please contact the Planning Department to discuss your proposal prior to your formal submittal)</i>	
What is the exact square footage of the area being proposed for the home occupation?	
Please provide the existing Address, Legal Description and/or Parcel Number(s)? Use and attach additional pages if necessary.	

Home Occupation Permit Application Submittal Requirements Checklist

*****It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the City of Sequim Planning Department. *****

- A complete Home Occupation Permit application with all required studies and submittal materials (\$350.00-fee).
 - Title Report or other proof of ownership.
 - Any additional materials, as determined by the department during preliminary discussions to be necessary to fully evaluate the application.
 - A description of how parking requirements will be met.
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APPLICANT SHALL INITIAL EACH OF THE FOLLOWING STATEMENTS AGREEING TO COMPLY WITH SECTION 18.67.040

- 1. Only members of the resident family may be employed at the site of the home occupation.

- 2. Sales of product or services at the residence shall be by appointment only.

- 3. Normal pedestrian and vehicle traffic for a residential neighborhood shall be maintained.

- 4. The use of commercial vehicles for transportation or delivery of product or materials to or from the home shall be limited to that normally found for the delivery of mail or parcel delivery in a residential neighborhood.

- 5. One room or 25% of the house square footage, whichever is less, may be used for the home occupation.

- 6. All materials, merchandise and equipment shall be stored inside the residence.

- 7. The residence shall maintain conformity with the municipal code and adopted development standards.

- 8. The appearance of the residence or property may be altered and the occupation be conducted only in a manner which would not cause the premises to change from its residential character by the emissions of sound, noise, vibrations or odors or for the purposes of advertising the business either by the use of colors, materials, construction, lighting.

- 9. The home occupation will only use community facilities and services normal for a single household.

- 10. The home occupation shall not require the use of any hazardous processes or storage of hazardous materials.

- 11. Only one vehicle specifically associated with the business may be parked on the property. The vehicle shall be limited in size to a passenger car, van or pickup truck. The public street shall not be used to park commercial vehicles.

12. Signs shall be permitted as allowed by Chapter 18.58, SMC Sign Code.

Please describe your business: _____

*****The City of Sequim Planning Department may require additional information necessary for decision making purposes. *****

I certify that the above information is true and correct to the best of my knowledge and accept responsibility for all claims and damages which may be occasioned to any other land or persons by actions authorized by the City of Sequim in relation to this Home Occupation Application.

Owner(s)

Date

Representative(s)

Date