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CITY OF KENMORE, WA HOME OCCUPATION APPROVAL CHECKLIST



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Case Number:	Date Stamp
Name:	
Address:	
Parcel number:	
Phone Number:	
E-mail:	

This checklist and questionnaire is intended for applicants to verify the home occupation development standards prescribed in Kenmore Municipal Code (KMC) 18.73.110 are satisfied. Additional information may be requested by the City, if necessary.

Upon receipt, the City of Kenmore will review the information to confirm the home occupation standards are being met. *A home occupation approval is not a business license.*

1 Home Occupation Questionnaire

A Describe the home occupation in detail: _____

B What is the size of the dwelling unit (square feet) the home occupation is proposed within?
 Size of dwelling unit: _____ s.f.

C What is the size of the area within the dwelling unit devoted to the home occupation? The area devoted to the home occupation shall not exceed 20% of the floor area of the dwelling unit. Areas within attached garages and storage buildings are not considered part of the dwelling unit for purposes of calculating allowable home occupation area, but may be used for storage of goods associated with the home occupation.
 Area devoted to home occupation: _____ s.f.
 Percentage of dwelling unit devoted to the home occupation: _____ %

D Will any activities of the home occupation occur outdoors? If so, please describe in detail. Outdoor activities associated with a home occupation are typically prohibited.

E How many residents (those living in the dwelling unit) will be employed by the home occupation?

F How many non-residents (those NOT living in the dwelling unit) will be employed? A maximum of ONE non-resident may be employed.

1 cont	G	If applicable, is a minimum of one parking stall provided on site for patrons visiting the site?
	H	If applicable, is a minimum of one parking stall provided on site for a non-resident employee working at the site?
2	Conditions:	
	Please initial to the left to acknowledge the home occupation will comply with each additional condition related to the home occupation:	
	initial	The following activities are prohibited in residential zones and will not occur on site: <ol style="list-style-type: none"> 1. Auto, truck, and heavy equipment repair 2. Autobody work or painting 3. Parking and storage of heavy equipment 4. Storage of building materials for use on other properties
		Sales shall be limited to mail order, telephone, and internet sales with off site delivery.
		Services to patrons shall be arranged by appointment or provided off site.
		One vehicle related to the home occupation may be parked on site provided it is not parked within any required property line setback areas or on adjacent streets, and it does not exceed a weight capacity of one ton.
		The home occupation shall not use electrical or mechanical equipment that results in: <ol style="list-style-type: none"> 1. A change to the occupancy type of the structure 2. Visual or audible interference in radio or TV receivers, or electronic equipment located off premises 3. Fluctuations in line voltage off premises
Note: If you are unable to meet any of the above conditions or criteria you may contact City of Kenmore planning staff to discuss the proposal in more detail. Uses not allowed as a home occupation <i>might</i> be allowed as a home industry.		
3	Applicant Signature & Date:	
	I affirm the information above is accurate and the home occupation will comply with the conditions noted above.	
4	City of Kenmore Approval & Date:	
	The home occupation is approved based on the information provided above. Uses or activities not listed in this checklist have not been reviewed and are not to be construed as approved by the City of Kenmore.	