



# Home Occupation Permit Application Form

PA-12  
APPLICATION

## Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) comdev@ci.ellensburg.wa.us

The City of Ellensburg Community Development Staff reviews Home Occupation Permits. Please complete the attached application. City Staff will assist you if needed. A \$45 filing and processing fee is required for Home Occupations. See breakdown of fees required at submittal and prior to issuance of a decision. The application will be routed to different City of Ellensburg departments for review and comment. "Home occupation" means any activity undertaken for gain or profit that results in a product or service and is carried on in a dwelling, or building accessory to a dwelling. See the 2<sup>nd</sup> page of this application for ECC 15.340.020 applicable standards.

The Planning Division will be unable to accept your Home Occupation Permit Application Form if you fail to provide ALL of the following required material.

### OFFICIAL USE ONLY:

Staff Person:	
Date Submitted:	
Due at Submittal:	\$36.00
Due prior to issuance:	\$9.00
FILE #:	
Associated Permit File #:	

### PROPERTY OWNER: (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

### \*APPLICANT: ☐ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

### CONTACT PERSON: ☐ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

### PROJECT INFORMATION:

Parcel Number(s) of Site:	
Site Address (if any):	
City Zoning Designation:	
Business Name:	

(OVER)

UBI Number:

**PROJECT INFORMATION:**

1.	Please describe, in detail, the requested home occupation use, (please state number of customers and commercial deliveries/pick-ups to residence & the number of operation hours per day/week) attach additional pages if needed:	
	What is the present occupancy type i.e. single-family, commercial of the property?	
	Will the Granting of the Home Occupation Permit Change the type of Occupancy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	If the granting of the home occupation permit will change the type of occupancy, please describe what type it will be changed to:	
	What percentage of the residence will be used to operate the business?	
3.	When do you wish to commence the use for which you are requesting the conditional use?	
4.	How long do you wish to operate the use for which you are requesting the home occupation permit?	
5.	Are there are any restrictive covenants on the property? If so, please attach a copy of said covenants	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SITE PLAN REQUIREMENTS:**

Provide A General Site Plan That Shows:

1. The proposed home occupation dimensions in relation to the residence footprint. Show how the property is located in reference to existing streets, alleys and sidewalks.
2. The proposed project and dimensions in relation to all existing and proposed development on the property. Show all existing buildings or structures on subject property which are proposed to be utilized for the home occupation with setback dimensions and distances between buildings.
3. Show present and additional "off-street" parking, if required.

(The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)

**SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:**

I, \_\_\_\_\_, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all City ordinances pertaining to this permit if granted. [*\*NOTE: Home Occupation Permits are issued for the address or site identified in the project information site address space on this application. If the address is changed, an application must be submitted for the new location.\**]

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

**Signature of Legal Owner:**  
(or Authorized Agent)

**Date:**

## **PROJECT INFORMATION:**

Ellensburg City Code 15.340.020 requires that an application for home occupation may only be approved in accordance with the use tables in ECC 15.310.040, subject to the following:

- A. There shall not be structural alteration that would alter the outward appearance from a residential to commercial nature to accommodate the occupation.**
- B. The use, including all storage space, shall not occupy more than 33 percent of the residence's floor area which is finished for living purposes;**
- C. Only members of the family who reside on the premises and no more than one nonresident shall be engaged in the occupation(s) at any one time; provided, that home occupations with a nonresident employee shall provide off-street parking for the employee on-site;**
- D. There shall be no window display nor shall sample commodities be displayed outside the building;**
- E. No materials or mechanical equipment shall be used which will have a negative impact on the residential area because of vibration, noise, dust, smoke, odor, interference with radio or television reception, or other factors;**
- F. If materials or commodities delivered to or from the residence require delivery by a commercial vehicle larger than a small parcel delivery van or truck, or if the parking of customers' automobiles in a manner or frequency causes disturbance or inconvenience to nearby residences, or if a public parking lot is necessary to accommodate the business, the occupation shall be termed a primary business and not a home occupation;**
- G. If the proposed activity consists entirely of office procedures and tasks in support of a particular business, and furthermore involves no customer or delivery traffic to the residence in conjunction with the business, such activity shall be considered as an accessory residential use ( accessory residential uses do not require a home occupation permit);**
- H. For purposes of this section, use of the defined term "residence" contained in this code for the purpose of considering a home occupation in an accessory building shall be limited to single-family uses. Home occupations in multifamily dwellings shall be confined to the principal dwelling unit buildings and not be allowed in accessory structures;**
- I. Any home occupation granted would be personal to the person to whom it is granted and under no circumstances shall any home occupation be carried over as a result of a change in ownership of the business activity. Prior to January 15th of each year the holder of the home occupation approval shall submit written notice to the community development department that they continue to operate the home occupation at the approved location and are in compliance with all home occupation requirements and any conditions that might have been imposed in granting such approval. Failure to submit that annual written notice will result in immediate revocation of the approval; and**
- J. Only one sign is permitted for a home occupation in a residential zone. \*\* A sign permit is required. As per ECC 3.12.300 (D) The total maximum area of any sign advertising or locating a single-family or home occupation use in the PUD, R-H, R-S, R-L, R-M, or R-O zones shall be three square feet.**