

## HOME OCCUPATION REQUIREMENTS

A home occupation must meet the requirements listed below. If your business does not meet all of the requirements, you will need to apply for a Conditional Use Permit. In order to obtain a Conditional Use Permit, applicant must demonstrate to the Hearing Examiner that the mitigation being proposed alleviates the impacts created by not meeting the following requirements. (Please note that all requirements may apply to your business.)

1. The occupation may include such uses as personal, business or professional services, offices and repair shops for household items; however, veterinarian offices and clinics are prohibited, and further, mechanical equipment used in a home occupation shall not be of the nature that is objectionable due to noise, dust, smoke, vibration, odor, or electronic interference.
2. If the occupation is the type in which classes are held or instruction given, there shall be not more than two students allowed in any one class or instruction period.
3. The occupation shall be carried on entirely within a residence by the occupant thereof. There shall be no structural alteration nor any exterior modification of the residence unless otherwise required by law.
4. The occupation shall be conducted in such a manner as to give no outward appearance nor manifest any characteristics of a business, in the ordinary meaning of the term, that would infringe upon the right of the neighboring residents to enjoy a peaceful occupancy of their homes.
5. The area, inclusive of storage space, that is to be devoted to the home occupation shall not be more than twenty-five percent of the main floor of the main building and under no circumstances shall the area be more than three hundred square feet. No home occupation shall be located anywhere but in the main building.
6. No more than one resident or employee, in addition to the owner or operator, may engage in the occupation on the premises.
7. A flat, unlighted sign flush against the building is allowed. Such sign shall not exceed two square feet in area nor shall any side exceed two linear feet. This sign shall state only the name of the occupant and/or the type of occupation.
8. No stock in trade shall be sold or displayed on the premises.
9. If the occupation requires any clients or customers to visit the premises at any time, at least two off-street parking spaces shall be provided in addition to the owner's or operator's parking space.
10. Material or commodities delivered to or from the residence which are of such bulk or quantity as to require regular or frequent delivery by a commercial motor vehicle or trailer, or the parking of customer or clients automobiles in such a manner or frequency as to cause a disturbance or create a traffic hazard shall be prima facie evidence that the occupation has become a primary business and is no longer a home occupation.
11. Once a Conditional Use Permit has been obtained by the owner or operator of a home occupation, such permit is not transferable to another person nor can it apply to any address other than that stated on the permit. (Ord. 1462-1296 § 2 (part), 1996)

**CITY OF SHELTON, PLANNING DEPARTMENT**  
**HOME OCCUPATION BUSINESS LICENSE CHECKLIST**

525 West Cota Street, SHELTON, WA 98584  
TELEPHONE (360) 426-9731

Home occupations are allowed outright in the NR zone if the following conditions are met. If all of the following conditions are not met, home occupations may be approved by Conditional Use Permit if the hearing examiner decides that mitigation alleviates the impact(s) created. Please mark "y" for yes, or "n" for no, as to whether your proposed business meets each of the following criteria:

1. \_\_\_\_\_ The occupation may include such uses as personal, business or professional services, offices and repair shops for household items; however, veterinarian offices and clinics are prohibited, and further, mechanical equipment used in a home occupation shall not be of the nature that is objectionable due to noise, dust, smoke, vibration, odor, or electronic interference.
2. \_\_\_\_\_ If the occupation is the type in which classes are held or instruction given, there shall be not more than two students allowed in any one class or instruction period.
3. \_\_\_\_\_ The occupation shall be carried on entirely within a residence by the occupant thereof. There shall be no structural alteration nor any exterior modification of the residence in order to accommodate the occupation. Entrance to the space devoted to the occupation shall be from within the residence unless otherwise required by law.
4. \_\_\_\_\_ The occupation shall be conducted in such a manner as to give no outward appearance nor manifest any characteristics of a business, in the ordinary meaning of the term, that would infringe upon the right of the neighboring residents to enjoy a peaceful occupancy of their homes.
5. \_\_\_\_\_ The area, inclusive of storage space, that is to be devoted to the home occupation shall not be more than twenty-five percent of the main floor of the main building and under no circumstances shall the area be more than three hundred square feet. No home occupation shall be located anywhere but in the main building.
6. \_\_\_\_\_ No more than one assistant or employee, in addition to the owner or operator, may engage in the occupation on the premises.
7. \_\_\_\_\_ A flat, unlighted sign flush against the building is allowed. Such sign shall not exceed two square feet in area nor shall any side exceed two linear feet. This sign shall state only the name of the occupant and/or the type of occupation.
8. \_\_\_\_\_ No stock in trade shall be sold or displayed on the premises.
9. \_\_\_\_\_ If the occupation requires any clients or customers to visit the premises at any time, at least two off-street parking spaces shall be provided in addition to the owner's or operator's parking space.
10. \_\_\_\_\_ Deliveries shall not cause a disturbance, be of a nuisance, or create a traffic hazard to surrounding properties.
11. \_\_\_\_\_ Floor plan submitted (including area to be used for home occupation).
12. \_\_\_\_\_ Plot plan submitted (dimensions of lot, building, parking areas, and signs).

**APPLICATION PROCESS:**

If your proposed business meets all of the above criteria, your business license will be reviewed as any other business license. If you are unable to meet one or more of the criteria, your permit will be routed to the Planning Department, and you will be contacted for any additional necessary information. The home occupation business shall not commence until a valid permit has been issued.

Any questions or comments can be directed to the City of Shelton, (360) 426-9731.



"Building A Stronger Community TOGETHER"

# CITY OF SHELTON HOME OCCUPATION PERMIT APPLICATION

525 West Cota Street  
SHELTON, WA. 98584  
TELEPHONE (360) 426-9731

**INSTRUCTIONS:** All items must be completed or your application will not be accepted. Please print or type. Attach additional paper if needed. Return the completed checklist and application to the City of Shelton. *A Home Occupation Permit is not transferable to other parties or future occupants.*

1. \_\_\_\_\_  
Name of Firm DBA (doing business as)

2. \_\_\_\_\_ ( ) \_\_\_\_\_  
Business Address Business Phone

3. \_\_\_\_\_ ( ) ( ) \_\_\_\_\_  
Contact person for questions Daytime Phone Message Phone

4. Specifically describe your business activity: (e.g. business office, catalog sales, off-site installation, professional type services, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Square feet to be used \_\_\_\_\_ Total square feet of structure \_\_\_\_\_  
*Attach a floor plan showing the area to be used for the Home Occupation Business. YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THIS FLOOR PLAN..*

6. Submit a plot plan giving all dimensions of the lot, building, parking areas and any signs. *YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THIS PLOT PLAN.*

7. Will the home occupation require any structural changes in the residence? Yes \_\_\_ No \_\_\_ If yes, please describe.  
\_\_\_\_\_  
\_\_\_\_\_

8. Estimated number of persons expected to visit the site weekly? \_\_\_\_\_

9. Date business to commence \_\_\_\_\_  
*The business (Home Occupation) shall not commence until all requirements of City Departments have been met and a valid permit has been issued.*

I HEREBY CERTIFY THE INFORMATION CONTAINED ON THIS APPLICATION IS CORRECT.

\_\_\_\_\_  
Applicant's Signature Title Date

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_