

119 West First Street
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Stamp & initial

HOME OCCUPATION PERMIT APPLICATION

*Home occupations are business activities that generally occur within a residential dwelling by the occupant of the dwelling where the business is clearly secondary to the residential use of the structure. Home occupations require the approval of Type I permit. See **CEMC 17.16.100** for more information.*

OFFICIAL USE ONLY	
Permit #:	
Staff Person:	
Fee Total:	
Associated Permit #:	

Applicant	
Name:	
Address:	
Phone Number:	Email:
Property Owner Same as Applicant <input type="checkbox"/>	
Name:	
Address:	
Phone Number:	Email:
Business Information	
Business Name:	
Business License Number:	
Address:	
Assessor's Parcel Number:	Zone:
Square footage of structure and square footage of area devoted to business:	
Description of necessary improvements: (Attach if more room is needed)	

Application requirements.¹	
1.	A description of the business. Include business hours, number of employees, and number customers per day. ²
2.	Site plan indicating location of property boundaries, building location, parking and floor plan of the structure including the area devoted to the business;
3.	If the applicant is not the legal owner a signed authorization from the legal owner is required
4.	Payment of a fee that is consistent with the City of Cle Elum's fee schedule.
Decision Criteria	
1.	The use shall be located in the dwelling only. No outside activity or storage is permitted.
2.	A maximum of twenty-five percent of the habitable floor area or three hundred square feet, whichever is less, may be devoted to the home occupation.
3.	No use or storage of heavy vehicles or heavy equipment such as construction equipment is permitted.
4.	No external evidence of the home occupation is permitted with the exception of an unlighted sign not exceeding two square feet that may advertise the occupant's name and business type.
5.	The occupation may involve no retail sales on the premise, except as incidental to the home occupation, such as retail sales of shampoo associated with an in-home hairdresser.
6.	No more than six customers or vehicle trips are permitted per day.
7.	One employee in addition to the owner/occupant is permitted.
8.	The business has a valid Washington State UBI and City businesses licensee
8.	The home occupation shall not require any external remodeling.
Authorization:	
<p>The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. The applicant also agrees to reimburse the city for all expenses associated with reviewing the application. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application.</p>	
Applicant Signature:	Date
Owner Signature:	Date

1. The application will not be processed and deemed incomplete if not all required criteria is not attached to application on the day of submission. The Planner may chooses to wave some of the requirements. If any of the required criteria is provided in another permit please cite that permit.
2. See decision criteria 6 and 7.