

HOME OCCUPATION APPLICATION

Property address:	Office Use Only
Legal Description (or Tax #): Parcel Number: _____	Permit LUP _____
Addition: _____ Block(s): _____	Associated Permits:
Lot(s): _____	_____
Home Occupation Description (attach additional pages if necessary):	
Name of Business:	
Type of Business:	
Business Activities:	
Days and Hours of Operation:	
Property Owner:	Business Owner/Tenant (if renting the property):
Name: _____	Name: _____
Address: _____	Address: _____
City/St/Zip: _____	City/St/Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

How many customer or business visits do you anticipate per day? _____ per week? _____

Will any non-resident employees work on-site? No Yes If yes, how many? _____

Will you be selling any merchandise from your Home Occupation? No Yes If yes, what?

Will you be holding instructional activities from this location? No Yes If yes, how many people in a group?

How much floor area will be devoted to the Home Occupation? _____ sq. ft. of _____ total building sq. ft.

Will the home occupation create any exterior changes? No Yes If yes, describe on a separate sheet.

Include any additional noise, smoke, dust, fumes, vibrations, odors, cars, signs, equipment or other conditions that were not present before the home occupation.

I verify the property affected by this application is the exclusive ownership of the applicant, or the applicant has submitted the application with the written consent of all the owners of the affected property.

Print Name: _____

Signature: _____

Date: _____

See attached for details on plan submittal requirements and cost.

Submittal Requirements CHECKLIST

- Completed Home Occupation application form (Page 1)*
- Application fee: \$312.94 (one-time fee)
- A site plan showing:
 - Current property lots with lot lines, block number and lot numbers
 - Existing buildings
 - On-street parking
 - On-site parking (either inside or outside of garage; minimum size 9'x 19' each)
 - North Arrow
- A floor plan, to scale or with dimensions, of the building with the home occupation showing:
 - Room(s) used for home occupation business
 - Square footage of rooms
- If the home business exceeds 500 square feet, the structure must comply with all commercial building code requirements. Contact city building staff for information prior to filling out this application.
- All easements, deeds, restrictions or other encumbrances restricting the use of the property, if applicable
- A City Business License. The City requires that no person engage in any business within the City limits without first obtaining and being the holder of a valid and current business license (PTMC Chapter 5.08). This is an annual license. Please check with the City Finance Department or under the "Doing Business" section on the City website for additional information.

For more Home Occupation information, see Port Townsend Municipal Code Chapter 17.56 or the website: <http://www.cityofpt.us/municipalcode.htm>

*For property legal description and parcel number, see Jefferson County Assessor's office, or website <http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>

