Business License Application

ALL LICENSES EXPIRE MARCH 31

FOR CITY USE ONLY
New **Renewal**
License #
_____

City of SeaTac
Finance Department
4800 South 188th Street
SeaTac, WA 98188-8605
Ph: (206) 973-4880

Annual License Fees (effective January 1, 2017)

Fees are prorated after October 1 to 50% of annual fee

Home Occupation: $50
Out-of-City Business: $150
In-City Business: Determined by FTEs (see below)
(0-10 FTEs): $100, (11-50 FTEs): $250, (51-100 FTEs): $1500,
(101-500 FTEs): $4750, (501-1000+ FTEs): $9500

FTEs: Full Time Employees (30 or more hours per week)

The City of SeaTac Municipal Code (SMC) Section 5.05.020 requires that every business operating within the City limits obtain a business license from the City Finance Department. Each year, all current businesses are required to renew their license by April 1. Failure to pay fees by April 1 will result in penalties, per SMC 5.05.110. In addition, if there are any changes to the business address, nature of business, ownership, or if you discontinue business activity within SeaTac, you MUST notify the Finance Department at (206) 973-4880. This validated form and payment of annual fee is proof of application only and is not a license to do business. Applications are accepted only by mail or in person at SeaTac City Hall.

BUSINESS NAME: _____

PHYSICAL ADDRESS:_____CITY:_____STATE:_____ZIP:_____

MAILING ADDRESS (if different):_____

BUSINESS PHONE: _____ FAX:_____ EMAIL:_____

# OF FULL TIME EMPLOYEES: *(30 or more hours per week)* **Required for In-City Businesses – This will determine your license fee**	Has this business ever been licensed in SeaTac? If so, what was the license number?

TYPE OF BUSINESS:

DESCRIBE BUSINESS ACTIVITY IN DETAIL:

UBI # (SeaTac Location Code #1733)	Date business will begin operating in SeaTac:	Will this business have a facility located within SeaTac city limits? ( ) YES ( ) NO

CONTRACTOR LICENSE #: (Registration through Department of Labor and Industries)	Will this business operate out of a SeaTac residence? ( ) YES ( ) NO

CHECK ONE: ( ) Sole Proprietor ( ) Partnership ( ) Corporation ( ) Limited Liability Corporation ( ) Non-Profit

List Owners, Partners, or Officers (use additional sheets if necessary)

NAME: _____ _____ _____

HOME ADDRESS: _____ _____ _____

CITY/STATE/ZIP: _____ _____ _____

PHONE: _____ _____ _____

I CERTIFY THE INFORMATON CONTAINED HEREIN IS CORRECT. I UNDERSTAND THAT ANY UNTRUE STATEMENT IS CAUSE FOR REVOCATION OF MY LICENSE.

APPLICANT SIGNATURE: _____ PHONE: _____

PRINT NAME / TITLE: _____ DATE: _____

EMERGENCY CONTACT- AFTER BUSINESS HOURS: (for use by Fire & Police Departments) NAME:_____ PHONE:_____ NAME:_____ PHONE:_____	**FOR CITY USE ONLY**

HOME OCCUPATION
ZONING REQUIREMENTS

DEFINITION AND PURPOSE:

The purpose of this form is to determine whether your City of SeaTac Home Occupation Business conforms to the Zoning Regulations for the Zoning District in which your home occupation is located in.

CRITERIA FOR APPROVAL (SMC 15.17.020):

1. The home occupation is carried on exclusively by a member(s) of a family residing in the dwelling unit and with no more than two (2) outside employees with approved on-site parking.

2. It is clearly incidental and secondary to the primary use of the property for dwelling purposes with the floor area devoted to the home occupation not exceeding twenty-five (25%) percent of the living area of the dwelling unit (not to include the grounds, out buildings, garage, unfinished basement, or other areas not prepared for normal dwelling purposes)

3. The home occupation business has no display, or sign, other than an unlighted display, or sign, not exceed two (2) square feet in size. (Except, that a home occupation conducted by a person who is medically certified as permanently disabled, and which is located on a state highway, may have a sign no larger than 24 square feet).

4. The home occupation business use has no outside storage or other exterior indication of the home occupation or variation from the residential character of the property.

5. The home occupation business use does not require truck delivery or pickup of goods that is in excess of that common to a residential dwelling.

6. The home occupation business use does not involve installation and use of heavy equipment, large power tools, or power sources not common to a residential dwelling or any other usage which creates a level of noise, vibration, smoke, dust, odors, heat, or glare beyond that which is common to a residential area.

7. The home occupation business does not create an increased level of parking demand beyond that which is normal to a residential area.

8. The home occupation business use does not include automobile, truck, or heavy equipment repair, body work or painting; nor parking or storage of heavy equipment including trucks of over one-ton load capacity, unless within a fully enclosed building; nor outside storage of used parts of vehicles and used machinery in an inoperable condition; nor outside storage of building materials such as lumber, plasterboard, pipe, paint or other construction materials unless being used to construct a specific structure on the premises, pursuant to City Permits.

9. The home occupation business does not involve production, generation, storage or use of hazardous waste, as defined by the State Department of Ecology.

10. The home occupation business involves only sales which are an incidental use and do not constitute regular retail sales on the premises.

APPLICATION PROCEDURE:

1. Complete and file this Zoning Compliance for Home Occupation Application with your City Business License Application with the City of SeaTac Finance Department at City Hall. It will take approximately two (2) weeks from the date of filing this application before a compliance determination on your home occupation business may be completed by the City. (This time frame does not include other departmental review necessary for the business license application)

2. If your Home Occupation Business meets eight (8) of the ten (10) criteria (excluding criteria No. 9), you may request a Special Home Occupation Permit (SHOP). There is a SHOP fee of $365.00.
    a. To request a Special Home Occupation Permit, complete a SHOP application acquired from the Community and Economic Development (CED) Department.
    b. Return the completed SHOP Application to the CED Department and pay the associated fee at this time.
    c. A SHOP requires a Public Hearing before the Hearings Examiner (HE). The HE may approve or deny your SHOP Application. This process may take 120 days from the time the SHOP Application is filed with the City.
    d. All adjacent property owners within 300 feet of the Home Occupation Business site will be notified. The Hearing examiner may approve, approve with conditions, or deny the Special Home Occupation Permit Application within 14 working days after the Public Hearing.
    e. The Hearing Examiner's decision is final, unless appealed in writing to the Superior Court of King County within 10 calendar days of the written findings and conclusions of the Examiner.

SUBMITTAL:

Business License & Home Occupation Compliance Application Fee	**$50.00**
Special Home Occupation Permit (SHOP) & Review Fee	**$372.00**

FAILURE TO SUBMIT ALL REQUESTED ITEMS, IN A LEGIBLE FORM, WILL DELAY PROCESSING OF YOUR ZONING COMPLIANCE FOR A HOME OCCUPATION BUSINESS APPLICATION AND CITY OF SEATAC BUSINESS LICENSE.

HOME OCCUPATION
QUESTIONNAIRE

Please complete the following questionnaire to the best of your ability. If you have any questions, please contact the Community and Economic Development Department at 206-973-4750.

Business Name: _____

Business Owner's Name: _____

Business Address: _____

Mailing Address (if different): _____

Tax Parcel Number: _____ Size_____ SQ.FT. Acres: _____

The applicant must prove that the home occupation use conforms to the criteria of the zoning code. To determine if the use conforms to the criteria, please answer the questions below. You may use additional sheets if necessary.

1. Describe in detail the operation of your business activity:
   _____
   _____

2. How many employees will be working at this business? (including the business owner)

   - ✓ **Full Time** (30 or more hours per week): _____
   - ✓ **Part Time** (less than 30 hours per week): _____

3. Are any building/remodeling changes to be made to the property? Yes_____ No _____
   If yes, please explain: _____

4. Is the home occupation used exclusively by a member(s) of a family residing at the residence?
   Yes _____No _____
   If no, please explain: _____
   If you have outside employees, how many? _____

5. What is the percent of floor area (within the home) proposed to be used by the home occupation?
   - Total square feet of the house: _____SQ.FT.
   - Total square feet of the home occupation area: _____SQ. FT.
     (Excluding the Garage and Outbuildings)

6. Are there any signs proposed for the home occupation? Yes _____No _____
   If so, what is the total square footage and dimensions of the sign or display? _____SQ. FT.

   Note: A home occupation sign is limited to *<u>TWO SQUARE FEET</u>* *and must be placed flat against the residence*

7. Is there any outside storage of material proposed for the home occupation? Yes _____No _____
   If yes, please describe: _____
   _____

8. Will the home occupation require the delivery of material by a delivery truck, or pick-up?
   Yes ____No ____
   If yes, please describe: _____
   _____
   Is it UPS or US Mail services on a daily or weekly basis? _____

9. Does the home occupation require the installation of heavy equipment, power tools, or power sources not common to a residential house? Yes _____No _____
   If yes, please describe: _____

10. Will the home occupation create noise, vibrations, smoke, dust, odors, heat or glare?
    Yes _____No ____
    If yes, please describe: _____

11. Will the home occupation create a demand for more parking spaces other than those needed by residents of the dwelling unit? Yes _____No _____
    If yes, please describe: _____

12. Does the proposed home occupation include the following?

    a. Automobile, truck, or heavy equipment repair, body work or painting? Yes____ No____

    b. Parking or storage of heavy equipment including trucks of over one-ton load capacity? Yes____ No____

    c. Storage of building materials such as lumber, plasterboard, pipe, paint and the like, for use on other premises? Yes_____ No_____

13. Does the home occupation involve production, generation, storage, or use of hazardous waste, or what would appear by hazardous waste (i.e. strong cleaning solvents, oil by-products, old or used batteries, etc.)? Yes ____No _____
    If yes, please describe: _____
    _____
    _____

14. Does the home occupation involve any retail sales? Yes ____No _____
    If yes, please describe: _____
    _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS QUESTIONNAIRE IS TRUE TO THE BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND THAT MY BUSINESS LICENSE APPLICATION, AS STATED ABOVE, DOES NOT AUTHORIZE OCCUPANCY OF THE SPACE AND/OR OPERATION OF THE BUSINESS AT THE ABOVE ADDRESS UNTIL:

1) All necessary permits, if required, are finalized by the appropriate city departments, and
2) A city business license is issued and posted at the business site.

_____ _____
BUSINESS OWNER SIGNATURE DATE

_____
PRINT NAME

THE FOLLOWING MUST BE COMPLETED BY THE PROPERTY OWNER
(RENTAL PROPERTY ONLY)

_____ _____
PROPERTY OWNER/MANAGER SIGNATURE DATE

_____ _____
PRINT NAME PHONE NUMBER

_____
MAILING ADDRESS OF PROPERTY OWNER