



SPECIAL HOME OCCUPATION PERMIT APPLICATION

PLANNING
DIVISION
4800 S 188th St
SeaTac, WA 98188
206-973-4750

DEFINITION AND PURPOSE:

The purpose of this form is to determine whether your Special Home Occupation Permit (SHOP) conforms to the zoning regulations for the Zoning District in which your home occupation business is located within the City of SeaTac.

CRITERIA FOR APPROVAL:

1. The “Special” Home Occupation is carried on exclusively by a member, or immediate members of a family **residing** in the dwelling unit, and with no more than one (1) outside employee.
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 percent (25%) 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 Special Home Occupation business **has no display or sign** other than an unlighted display or sign, not to 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 Special Home Occupation business use **has no outside storage**; nor other exterior indication of the home occupation or variation from the residential character of the property.
5. The Special 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 Special 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 Special Home Occupation business **does not create an increased level of parking demand** beyond that which is normal to a residential area.
8. The Special 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 Special Home Occupation **business does not involve production, generation, storage or use of hazardous waste**, as defined by the State Department of Ecology.
10. The Special Home Occupation **business involves only retail sales which are incidental and do not constitute regular retail sales on the premises.**

APPLICATION PROCEDURE

1. Complete and file the attached Special Home Occupation Application Form with the City Department of Community and Economic Development at City Hall.
2. If your Home Occupation Business meets eight (8) of the above ten (10) criteria (excluding criteria No. 9), you may submit a Special Home Occupation Permit (SHOP) Application, including a fee. See *Special Home Occupation Permit* fee under Planning Division on our fee schedule. [CLICK HERE FOR FEE SCHEDULE](http://www.ci.seatac.wa.us/feeschedule) or find the fee schedule here: www.ci.seatac.wa.us/feeschedule.
 - a. To request a Special Home Occupation Permit, complete a SHOP Application Form acquired from the Department of Community and Economic Development;
 - b. Return the completed SHOP Application with a \$200 check (payable to the City of SeaTac) to the Department of Community and Economic Development;
 - c. A SHOP requires a Public Hearing before the Hearing Examiner (HE). The HE may approve or deny a SHOP Application. This process may take 120 days from the time a SHOP Application is filed with the City;
 - d. All adjacent property owners within 500 feet of the Special Home Occupation Business site will be notified. The Hearing Examiner may approve, approve with conditions, or deny the Special Home Occupation Permit Application within 10 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 21 calendar days of the written findings and conclusions of the Hearing Examiner.
3. ***Submit a site plan showing the basic dimensions of the lot, buildings, business space, and parking areas. The site plan must be to scale of one inch to twenty feet – 1 in.=20 ft. THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT THE SITE PLAN.***
4. Submit a response to all of the items listed on the attached checklist.

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

CITY OF SEATAC
SPECIAL HOME OCCUPATION PERMIT
APPLICATION

File No. _____ **Parcel No.(s)** _____

Please complete the following information to the best of your ability. If you have any questions, please contact the Department of Community Development at (206) 973-4830

1. **a. Business Name:** _____

b. Business Owner's Name: _____

2. **APPLICANT/PROPERTY OWNER(S):** *(If same as above, please indicate)*

Name: _____ Print Name: _____

Mailing Address: _____

Phone: _____ Alt. Phone: _____

Fax: _____ E-mail: _____

(if more than one owner, please attach additional sheets with names, owners, contact information and signatures).

3. **PROPERTY:**

Address: _____

Zone *(See Zoning Map)*: _____ Size *(Sq.Ft.)* _____ Acres: _____

Parcel Number(s): _____

Legal Description *(See Property Tax Statement)*: _____

4. **USE:**

Proposed Business Use of Property (Describe in detail the operation of your business activity): _____

5. Number of Employees (*Include business owner*): _____ Full Time: _____ Part Time: _____
6. Are any building/remodeling changes to be made to the property? (*Explain*): _____

CONDITIONS FOR APPROVAL:

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. 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? _____

2. 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 home occupation area: _____ Sq.Ft.
(*Excluding the garage and outbuildings*)

3. 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 {two square feet} and must be placed flat against the residence.)

4. Is there any outside storage of material proposed for the home occupation? _____ Yes
_____ No.

If yes, please describe: _____

5. 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? _____

6. 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: _____

7. Will the home occupation create noise, vibrations, smoke, dust, odors, heat or glare?
_____ Yes _____ No. If yes, please describe: _____

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: _____

9. 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 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

10. Does the home occupation involve production, generation, storage, or use of hazardous waste, or what would appear to be hazardous waste (*i.e. strong cleaning solvents, oil by-products, old or used batteries, etc.*)?

11. Does the home occupation involve any retail sales? _____ Yes _____ No. If yes, please

describe: _____

The information contained in this application is true to the best of my knowledge, and I understand my application for a Special Home Occupation Permit does not authorize the operation of the business in my home at the above address until: 1) All necessary permits, if required, are finalized by the appropriate City Department(s); and 2) A City Business License is issued and posted at my business site.

Property Owner Signature

Date

(Please Print Name after Signature)

Tenant's Signature

SUBMITTAL FOR SPECIAL HOME OCCUPATION APPLICATIONS

In addition to the SHOP completed application and six (6) copies, the following needs to be submitted with your application:

1. County Assessor's Map/s showing a 500' foot radius around the edges of the subject property (*Applies only if labels are not purchased from the City of SeaTac*).
2. A minimum of one (1) set of stamped, legal sized envelopes addressed to each property owner within 500' feet of the subject property), with the return address for the City of SeaTac, Department of Community and Economic Development, 480 S 188th St., SeaTac WA 98188-8605. A return address stamp is available for your use. (***NO METERED MAIL***)
3. A photocopy or printout of names and addresses. Please make an 8 1/2" x 11" copy of the address labels before placing on the envelopes.

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels may only be purchased from the City of SeaTac or King County. If you choose to acquire your labels through King County, a Tax Assessor’s map(s) shall be submitted with the application.***

OBTAINING LABELS FROM CITY OF SEATAC

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Permit Center. Labels can be picked up at the Permit Center approximately two days after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

Reminder:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. **(NO METERED MAIL)**

City of SeaTac Address Label Request Form

Date of Request: _____ Date Needed: _____

Applicant's Name: _____

Street Address _____

City State Zip

Phone: _____ Alternate Phone: _____

Fax: _____ Email Address: _____

Land Use Project (i.e., Short Plat, SEPA, etc.): _____

Project Address: _____

File Number: _____

Parcel Number: _____

For Internal Use Only:

Date Completed: _____ Completed By: _____

Cost: _____ Date Paid: _____

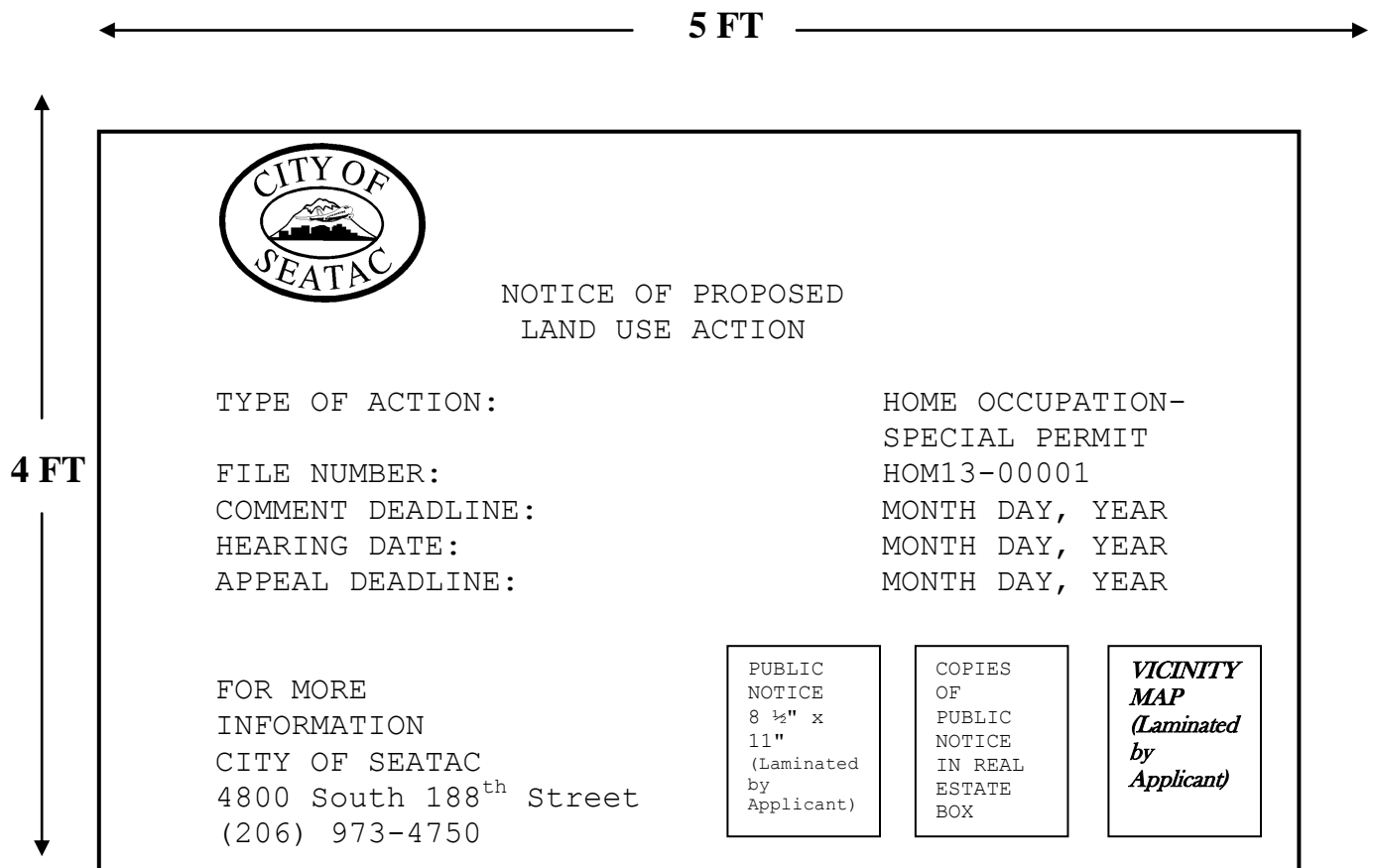
GIS PRODUCTS AND SERVICES – 001.341.70.00.002

NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example).

(The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letters.



NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)

