

# City of Roy

216 McNaught Street South P.O. Box 700 Roy, WA 98580  
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## APPLICATION FOR HOME OCCUPATION PERMIT

The Roy City Code (Section 11-1-3) defines a "Home Occupation" as any use customarily carried on within a dwelling by the inhabitants thereof which use is incidental to the residential use and not primarily considered as a business and which complies with the applicable sections of this title (Title 11 Zoning).

### PERMIT REQUIREMENTS

A home occupation permit and a business license are required in order to conduct a business out of a home in Roy. This application form must be completed and submitted with the required filing fee to the City of Roy in order for a home occupation permit to be approved.

#### PLEASE ANSWER THE QUESTIONS LISTED BELOW:

Name of Applicant \_\_\_\_\_

Name of Business \_\_\_\_\_

Name of Property Owner (if different) \_\_\_\_\_

Business Address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Phone or Alternate Phone \_\_\_\_\_

Describe the home occupation (type of work being done, etc): \_\_\_\_\_

Washington State Unified Business Identifier (UBI) Number \_\_\_\_\_

Answers to the following questions will be used by Planning staff in determining whether the home occupation complies with the standards set forth in the Roy City Code.

- A. **The home occupation shall be carried on only by residents of the premises on which the home occupation is located, except as allowed in item J, below.**

How many residents will participate in the business? \_\_\_\_\_

Will non-residents participate in the business?  Yes  No

- B. **The home occupation shall be carried on entirely within a residence or an accessory building on the same property. Generally, the home occupation shall occupy not more than 25 percent of the total floor area of the habitable portion of a residence or exceed 400 square feet of floor area.**

Will the business be carried on entirely within the residence or an accessory building on the same property?  Yes  No

How much floor area will business occupy? \_\_\_\_\_ sq. ft.

What is the floor area of the residence? \_\_\_\_\_ sq. ft.

- C. **Any extension of the home occupation to the outdoors, including but not limited to, paving of yards for parking, outdoor storage or activity, and indoor storage or activity visible from outdoors (e.g., in an open garage), is prohibited unless expressly authorized, in writing, by the City.**

Will business-related activity be limited to indoor space consistent with this standard?  Yes  No

If not, please describe the activity that will occur outdoors or be visible from outdoors? \_\_\_\_\_

\_\_\_\_\_

- D. **The home occupation shall not result in the elimination of required on-site parking.**

Will the home occupation eliminate or reduce any parking on the property?  Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

- E. **The home occupation shall be conducted in such a manner as to give no outward appearance nor manifest any characteristics of a business in terms of deliveries, parking, customer trips, and other activities, that would infringe upon the right of the neighboring residents to enjoy a peaceful occupancy of their homes.**

Will the home occupation be conducted in a manner that will not impact the residential character of the neighborhood?  Yes  No

- F. **The home occupation shall not result in structural alteration to the interior or exterior of the structure that changes its residential character.**

Describe any structural changes proposed to accommodate the business (if appropriate, please furnish plans): \_\_\_\_\_

- G. **No equipment shall be used and no activities shall be conducted that would result in noise, vibration, smoke, dust, odors, heat, glare, or other conditions exceeding in duration or intensity those normally produced by residential use. Normal residential use shall be construed as including the above impacts only on an occasional weekend or evening basis (e.g., in connection with a hobby or home/yard maintenance), and not on a daily basis.**

Will the home occupation generate any of the conditions listed above?  Yes  No

If yes, please describe: \_\_\_\_\_

- H. **The home occupation shall not include: (1) automobile, truck, or heavy equipment repair; (2) body work or painting; (3) outdoor storage of used parts of vehicles and used machinery in an operable condition; or (4) outside storage of building materials such as lumber, plasterboard, pipe, paint or other construction materials.**

Will the home occupation include any of the activities or uses listed in H above?  Yes  No

If yes, please describe: \_\_\_\_\_

- I. **The home occupation shall not include parking or storage of heavy equipment, including trucks of over one-ton load capacity, unless within a fully enclosed building.**

Will the home occupation include parking or storage of heavy equipment or trucks?  Yes  No  
If yes, please describe the equipment or truck(s) and how and where they will be stored:

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- J. **Persons in building trades and similar fields using their homes as offices for business activities conducted off the residential premises may have other employees or independent contractors, provided that such employees or independent contractors do not perform labor or personal services on the residential premises, park on or near the residential premises, or check in at the residential premises during the course of business.**

If the home occupation is a building trade or similar occupation, will the activities associated with the business comply with this standard?  Yes  No

- K. **The home occupation may include limited on-premise sales of products or stock-in-trade, provided the applicant can clearly demonstrate that such sales will not be inconsistent with other Type I standards. Examples of allowable on-premise sales include cosmetics or similar products associated with a business where most products are delivered to a customer's address, hair care products associated with a barber/beauty shop, and instructional materials pertinent to the home occupation, e.g., music books. The display or storage of products or stock-in-trade outside a residence or in a window is prohibited, except that vegetables, fruits, flowers, and other agricultural products grown on the premises, may be offered for sale out of doors during the growing season.**

If the home occupation will include retail or wholesale sales, please describe: the products to be sold; how, where and when the products will be sold; and the expected volume of sales:

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- L. **Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. Utility consumption shall not exceed normal residential usage.**

Will the home occupation result in a change in fire safety or occupancy classifications or commercial levels of utility consumption?  Yes  No

- M. **The home occupation shall not generate significantly greater traffic volume than would normally be expected in the particular residential zone or neighborhood in which the home occupation is conducted. Generally, delivery and pick-up of materials to and from the premises by a commercial vehicle should not exceed two trips per week. For the purpose of this chapter, commercial vehicles shall not exceed a gross vehicle weight of 20,000 pounds. Also, generally, traffic generated by a home occupation should not exceed four round trips per day.**

Will goods or materials be delivered to or from the residence for the home occupation?  Yes  No

Will customers visit the residence? \_\_\_\_\_

If the answer to either question is yes, please describe the goods or materials being delivered and the frequency of deliveries and/or visits to the site:

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N. **If the home occupation is the type in which classes are held or instruction given, there shall be no more than two (2) students allowed in any one class or instruction period.**

If classes will be held or instruction given, please describe the activity in terms of numbers of students and the type of instruction being offered: \_\_\_\_\_  
\_\_\_\_\_

O. **Signage shall be limited to one nameplate not exceeding three square feet in area mounted on an exterior wall or window of the dwelling. If freestanding, the sign shall be mounted at a height not to exceed six feet. Signage shall be consistent with the provisions of RCC Chapter 11-8.**

If the business will have a sign, please describe its dimensions, content, and location (a photograph or drawing of the sign may be submitted):  
\_\_\_\_\_  
\_\_\_\_\_

### APPLICANT CERTIFICATION

I certify that the Home Occupation for which I am requesting approval will not be in violation of RCC Title 11 Zoning. I also understand that approval of this permit and the issuance of a business license for the home occupation will not serve to nullify any restrictive covenant which may pertain to the land and dwelling shown in my application. I further certify that the statements furnished by me on this application are true and correct to the best of my knowledge and belief.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Business Operator

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner (if different)

Do not write in this space (for office use only)

Fee Amount \_\_\_\_\_ Date Received \_\_\_\_\_ Initials \_\_\_\_\_

{ } Check Check Number \_\_\_\_\_ { } Cash Receipt Number \_\_\_\_\_

Approved by \_\_\_\_\_ City Planner

Date Issued \_\_\_\_\_ Business License Number \_\_\_\_\_