



DEPARTMENT OF COMMUNITY DEVELOPMENT

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COTTAGE INDUSTRY PERMIT

Purpose

The purpose of the Cottage Industry permit process is to ensure consistency with the applicable sections of the JCC Title 18 (see below).

Process

Cottage Industry applications may be processed as Type II, or Type III permits, depending on the nature of the proposed use. Some Cottage Industry uses may require a conditional use permit or be subject to the requirements of JCC 18.20.080, Assemblies. Please refer to JCC 18.20.170, Cottage Industry for more information.

Most Cottage Industry uses will be reviewed administratively by the Department of Community Development (DCD). An administrative determination to approve a Cottage Industry use application will be made when the proposal is consistent with the applicable sections of the Jefferson County Code. An administrative determination to deny an application will be made when the proposal is not consistent with the goals, policies, and provisions of the Comprehensive Plan, and/or applicable community development plan and the Jefferson County Code. Denials of application for Cottage Industry use permits will be accompanied by a written statement identifying specific areas in which the proposal is deficient.

JCC 18.20.170 Cottage Industry

1. Purpose: To provide for small-scale economic development activities on residential parcels, subordinate to the primary residential use, if the Administrator finds that such activities can be conducted without substantial adverse impact on the residential environment and rural character in the vicinity. The scale and intensity of cottage industries are typically greater than could be accommodated as a Home Business, but less than would require a land use district designation of Commercial or Industrial.
2. The following list of uses allowable as Cottage Industries, include, but are not necessarily limited to:
 - a. Sales of antiques and collectibles;
 - b. Art or photography studios;
 - c. Computer software development;
 - d. Handicrafts;
 - e. Ironworking or blacksmith shop;
 - f. Construction office;
 - g. Furniture repair or refinishing;
 - h. Pottery shop;
 - i. Real estate sales office;
 - j. Small equipment repair;
 - k. Woodworking shop;
 - l. Excavating contractors;
 - m. Small engine and boat repair;
 - n. Auto and truck repair and service (excludes auto and truck sales, fuel stations and heavy equipment repair).

The following occupations are prohibited as cottage industries, except in the West End Planning Area – Remote Rural (WEPA RR) overlay district (Article VI-L of Chapter 18.15 JCC) and when located on parcels with direct access to a principal arterial (i.e., Highway 101) in the Brinnon Planning Area – Remote Rural (BRPA RR) overlay district:

- a. Auto, truck, or heavy equipment repair shop;
 - b. Autobody work or paint shop; and
 - c. Large-scale furniture stripping.
3. All cottage industries shall be subject to the following standards.
- a. The cottage industry shall be operated by at least one full-time, bona fide resident in a single-family residence of the parcel on which the proposed use is being requested.
 - b. The cottage industry may not employ more than four (4) persons on the site at any one time who reside off the subject property.
 - c. Only those buildings or areas as specifically approved by the County may be used in the conduct of business.
 - d. Any business requiring customers to visit the site shall provide adequate on-site parking spaces, in addition to one (1) for each full-time equivalent employee who reside off the subject property, and two (2) for the owners of the property. All parking spaces shall meet the standards of JCC 18.30.100 (Parking).
 - e. All structures and outside activities shall be so located or screened from adjacent properties to avoid disturbance through glare, noise, dirt or other nuisances or hazards.
 - f. All activity related to the conduct of the business or industry, except for activities related to the growing and storing of plants, shall be conducted within an enclosed structure or be sufficiently screened from view of adjacent residences.
 - g. All cottage industry activities shall be sufficiently screened from view of adjacent residences, using site location, topography, landscaping, fencing, the retention of native vegetation, or a combination thereof necessary to meet the Type A screening requirements of JCC 18.30.130 (Landscaping/Screening).
 - h. Traffic generated by the cottage industry shall not exceed the level of service adopted for the public roadway which accesses the use, nor generate significant traffic in excess of that normally generated by typical uses found within the particular district.
 - i. No business may provide drive-through service.
 - j. Cottage industries shall be limited in their hours of operation. No business on-site customer service shall be conducted before 8:00 a.m. or after 8:00 p.m., Monday through Friday, and before 9:00 a.m. or after 6:00 p.m., Saturday and Sunday.
 - k. The Administrator may attach additional conditions or requirements, or may make modifications to the site plan where necessary to protect the health, safety and welfare of the public.
 - l. The granting of the proposed cottage industry use shall not constitute a rezone. No expansions of approved cottage industries are permitted, except as specified in Article VI-L of Chapter 18.15 JCC, Remote Rural Overlay Districts for the West End Planning Area and the Brinnon Planning Area, concerning the rural remote overlay districts.
 - m. No exterior display of goods for sale shall be allowed.
 - n. The cottage enterprise is an accessory use to the residential use of a dwelling unit, and the residential function of the buildings and property shall be maintained.
 - o. Any new structure constructed to accommodate the cottage industry shall be limited in scale so that it is in character with neighboring properties. In no case shall more than five thousand (5,000) square feet of total building area on the property be devoted to the cottage industry.
 - p. No more than one sign is allowed, consistent with the sign standards in JCC 18.30.150 (Signs).
 - q. No on-site direct retail sales of products not produced on-site are allowed, except for items collected, traded and occasionally sold by hobbyists, such as coins, stamps and antiques, and their accessories.
 - r. Minimum parcel size shall be one (1) acre gross site area.
 - s. No use shall be made of equipment or material which produces unreasonable vibration, noise, dust, smoke, odor, or electrical interference to the detriment of the quiet use and enjoyment of adjoining and surrounding property. Any afterhours business activities shall not have noise impacts discernable beyond the property boundaries.
 - t. Not more than one (1) cottage industry shall be allowed in or on the same premises.
 - u. The proposed cottage industry shall comply with the standards and requirements of the Jefferson County environmental health department.

What type of cottage industry are you proposing?

(a) The cottage industry shall be operated by at least one full-time, bona fide resident in a single-family residence of the parcel on which the proposed use is being requested.

Who will operate the proposed business and where will they live (as evidenced by driver's license address, voter registration, utility bills etc.)?

(b) The cottage industry may not employ more than four employees on the site who reside off the subject property. Auto and truck repair shall only employ two persons on the site who reside off the subject property.

How many employees will be employed who live off site?

(c) Only those buildings or areas as specifically approved by the county may be used in the conduct of business.

Which buildings or areas will be used to conduct the business? Are they clearly labeled on the site plan?

(d) Any business requiring customers to visit the site shall provide adequate on-site parking spaces, in addition to one for each full-time equivalent employee who resides off the subject property, and two for the owners of the property. All parking spaces shall meet the standards of JCC 18.30.100.

How many parking spots will be provided on site for the business? Are they clearly labeled on the site plan?

(e) All structures and outside activities shall be so located or screened from adjacent properties to avoid disturbances through glare, noise, dirt or other nuisances or hazards.

What type of screening are you providing for this business? Is it clearly labeled on the site plan?

- (f) All activity related to the conduct of the business or industry, except for activities related to the growing and storing of plants, shall be conducted within an enclosed structure or be sufficiently screened from view of adjacent residences.
- (g) All cottage industry activities shall be sufficiently screened from view of adjacent residences, using site location, topography, landscaping, fencing, the retention of native vegetation, or a combination thereof necessary to meet the Type A screening requirements of JCC 18.30.130.

Describe how the business will be screened from view and adjacent residences? Is it clearly labeled on the site plan?

- (h) Traffic generated by the cottage industry shall not exceed the level of service adopted for the public roadway which accesses the use, nor generate significant traffic in excess of that normally generated by typical uses found within the particular district.

Describe the traffic that will be generated for this business?

- (i) No business may provide drive-through service.

Will there be drive-through service required for operation of this business?

- (j) Cottage industries shall be limited in their hours of operation. No business on-site customer service shall be conducted before 8:00 a.m. or after 8:00 p.m., Monday through Friday, and before 9:00 a.m. or after 6:00 p.m., Saturday and Sunday.

What days and hours will the business be open to on-site customers?

- (k) The administrator may attach additional conditions or requirements, or may make modifications to the site plan where necessary to protect the health, safety and welfare of the public.

Is your business able to accommodate additional conditions?

(l) The granting of the proposed cottage industry use shall not constitute a rezone. No expansions of approved cottage industries are permitted, except as specified in Article VI-L of Chapter 18.15 JCC, Remote Rural Overlay Districts for the West End Planning Area and the Brinnon Planning Area, concerning the rural remote overlay districts.

Do you have any questions or concerns related to the above statement?

(m) No exterior display of goods for sale shall be allowed.

Will this business need to display goods for sale? If so please describe.

(n) The cottage enterprise is an accessory use to the residential use of a dwelling unit, and the residential function of the buildings and property shall be maintained.

Will a residence still be maintained on the property? Will it be a tenant lease or owner occupied?

(o) Any new structure constructed to accommodate the cottage industry shall be limited in scale so that it is in character with neighboring properties. In no case shall more than 5,000 square feet of total building area on the property be devoted to the cottage industry.

Will a new structure be constructed for this business? A separate building permit will be required.

(p) No more than one sign is allowed, consistent with the sign standards in JCC 18.30.150.

How many signs will be required for this business? A separate building permit is required for installation of signs.

(q) No on-site direct retail sales of products not produced on site are allowed, except for items collected, traded and occasionally sold by hobbyists, such as coins, stamps and antiques, and their accessories.

Will this business involve and direct retail sales? If yes, what will be sold?

(r) Minimum parcel size shall be one acre gross site area.

What is the size of the parcel the business is located on?

(s) No use shall be made of equipment or material which produces unreasonable vibration, noise, dust, smoke, odor, or electrical interference to the detriment of the quiet use and enjoyment of adjoining and surrounding property. Any after-hours business activities shall not have noise impacts discernible beyond the property boundaries.
Will there be any equipment or material that produces noise for this business? If yes, what kind?

(t) Not more than one cottage industry shall be allowed in or on the same premises.
Are there currently any businesses operating on the property? Any future businesses planned?

(u) The proposed cottage industry shall comply with the standards and requirements of the Jefferson County environmental health department.
Have you spoken with Environmental Health about potential impacts of this business on the septic system?

(v) Where shooting firearms is associated with a cottage industry at a property, such property shall be considered a commercial shooting facility.
Are there firearms associated with the operation of this business?

ACKNOWLEDGEMENT

By signing the application form, the applicant/owner attests that the information provided herein is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application packet may result in this permit being null and void.

 (APPLICANT OR AUTHORIZED REPRESENTATIVE SIGNATURE)

 (DATE)

[NOTE: Representative authorization is required if application is not signed by the Owner.]

OFFICE USE ONLY

Cottage Industry Permit Fees

Land Use Review	\$1056.00
Environmental Health - Septic	\$139.00
Building –Fire/Life/Safety	\$192.00
Scan Fee	\$24.00
Technology Fee – 5%	\$70.55
Total Fees*	\$1481.55

*Additional fees may apply.