



# DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368  
Tel: 360.379.4450 | Fax: 360.379.4451  
Web: [www.co.jefferson.wa.us/communitydevelopment](http://www.co.jefferson.wa.us/communitydevelopment)  
E-mail: [dcd@co.jefferson.wa.us](mailto:dcd@co.jefferson.wa.us)

## SUPPLEMENTAL APPLICATION HOME BUSINESS

Required Submittal Items	
<input type="checkbox"/>	Permit Application
<input type="checkbox"/>	Supplemental Home Business Application
<input type="checkbox"/>	Permit Fees based on valuation, minimum base fee of 3 hours

**18.20.200 Home Business**

The questions in this form include the complete land use code for Home Businesses. Please read each section carefully and answer the questions that follow if you are applying for a home business permit. If you need more space for your answer, use the back side of the sheet, or use a separate sheet for your answers, provided you show the sections for which you are answering, for example: (4)(b) In my spare bedroom.

**Home Business Examples**

(1) The following list of uses is not intended to be exhaustive, but rather is intended to be illustrative of the types of uses: Artists, photographers, and sculptors; Authors and composers; Dressmakers, seamstresses, and tailors; Home day care; Home crafts such as model making, rug weaving, lapidary work, woodworking, and ceramics; Office facility of a minister, rabbi, priest or other similar person associated with a religious organization; Business office facility of a salesman, sales representative or manufacturer’s representative, architect, artist, broker, dentist, physician, public relations practitioner, engineer, planner, instructor in music, arts and crafts, insurance agent, land surveyor, lawyer, musician, real estate agent, or typist; Classes of specialized instruction; Barbershops and beauty parlors; and Bed and breakfast residences.

(2) *Permitted home businesses do not include the following: Funeral chapel or funeral home; Medical or dental clinic or hospital; Veterinary clinic or hospital.*

**What type of business are you proposing?**

**Does your work meet the criteria below?**

(3) Home businesses operating under the following circumstances are permitted as a matter of right (that is, they are exempt from an approval process), provided all of the other standards of this chapter are met:

- (a) No employees;
- (b) No sign;
- (c) All work is done inside the dwelling, not in any accessory buildings;
- (d) No materials or equipment used in the home occupation are stored, altered or repaired outdoors; and
- (e) State-licensed home day care providers who provide child care for 12 or fewer children.

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If you answered yes, you may stop here, sign the form and submit with your CAM – you may not need a home business permit.

**(4) A home business shall meet the requirements of this code and the following standards:**

(a) Is clearly incidental and secondary to the use of the property for residential purposes;

**Does your property have a residence on-site?**

(b) May be conducted in the principal dwelling unit (house, residence) or accessory structure (garage, pole building, shop, etc), except for outdoor activities related to the growing and storing of plants or other incidental outdoor activity related to the home business;

**Where will the home business be conducted?**

(c) The area devoted to the home business does not exceed 50 percent of the gross floor area of the dwelling unit, or 1,200 square feet, whichever is greater. The home business may be located in an attached or detached structure, but in no case shall be allowed to expand beyond the size permitted by this section; except as allowed by Article VI-L of Chapter [18.15](#) JCC, Remote Rural Overlay Districts for the West End Planning Area and the Brinnon Planning Area;

**How much space in square feet will the business occupy?**

(d) More than one home business may be authorized on a single parcel; provided, that the total gross square footage and number of employees are not exceeded;

**How many home businesses will be on-site?**

(e) A home business will not be allowed if there is already a cottage industry permitted on the parcel, except for those home businesses specified in section #3 of this form;

**Is there a Cottage Industry on-site?**

(f) The business must be owned and operated only by full-time residents of the parcel on which the proposed use is being requested. The home business may not employ on-site, or report to work on-site, more than two full-time persons other than those of the immediate resident family, except for licensed family home day care providers;

**Who will live on-site and operate the business?**

**How many employees who do not live on site will the business employ?**

(h) Retail sales are limited to products and services produced on the subject premises or items accessory to a service (i.e., hair care products for beauty salon);

**What kinds of products or services from the home business will be sold on-site?**

(i) No more than one sign is allowed, consistent with the sign standards in JCC [18.30.150](#);

**Will there be a sign for the business on-site? How many?**

(j) Home-based businesses shall be limited in their hours of operation. No home business, except for bed and breakfast operations and licensed family home day care providers, 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 will be the hours of operation?**

(g) Has neither outside storage nor other exterior indication of the home business or variation from the residential character of the property, except for home day care facilities providing child care for 12 or fewer children;

**What kind of outdoor storage or evidence of a business will there be on-site?**

(k) For nonfarm home businesses, no outdoor storage of goods or materials shall be permitted;  
**Is this a farm related home business?**

(l) The proposed use shall not generate significant traffic in excess of that normally generated by typical uses found within the particular district;  
**How many people will visit the business by motor vehicle on a weekly basis?**

(m) Home businesses shall not be unreasonably disruptive to the use of adjacent properties. No equipment or process shall be used in a home-based business which creates excessive noise, vibration, glare, fumes, odors, or electrical interference to the detriment of the quiet use and enjoyment of adjacent and surrounding property;  
**What is there about the business that may disturb your neighbors**

(n) For any home business, the county shall impose such reasonable conditions as may be found necessary to ensure that the activity or use does not disrupt adjacent permitted uses. [Ord. 8-06 § 1]  
**Is there any additional information about the business you would like us to know?**

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

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY	
Home Business Permit Fee	\$255.00
Project Scanning Fee	\$21.00
<b>Total Fees*</b>	<b>\$276.00</b>

\*Additional fees may apply

Receipt # \_\_\_\_\_ Date: \_\_\_\_\_ Cash/Check/CC: \_\_\_\_\_