



HOME OCCUPATION APPLICATION

CITY OF DUPONT

1700 Civic Drive, DuPont, WA98327

253.964.8121

www.dupontwa.gov

City File Number: _____
(Assigned by the City)

All information listed in this application, or by applicable ordinance, must be submitted in order for a home occupation application to be determined complete. Only a complete home occupation application will be processed for conformance with adopted policies and requirements.

General Information:

Applicant Name: _____

Address: . _____

Phone Number: _____ Email Address: _____

Name of Business: _____

Unified Business Identifier (UBI) Number: _____

City of DuPont Business License Number: _____

Description of proposal. Be specific:

Site Information:

Area of site (to be used for the business) in square feet:

Required Information and Fee:

- Completed Home Occupation Application.
- Filing fee. Refer to current Fee Schedule <https://dupontwa.gov/DocumentCenter/View/4215/Fee-Schedule-> Payment options include paying on line with a credit card or by check. Please indicate below:
- Online (An invoice will be created and emailed to you)
- By check. Payment may be dropped in the utilities payment drop box located at the northwest corner of the Civic Center parking lot or in City Hall.
- DuPont Municipal Code DMC 25.140.030.
<https://www.codepublishing.com/WA/DuPont/#!/DuPont25/DuPont25140.html#25.140>

Review Criteria DMC 25.140.30:

In order to approve a home occupation permit, the decision maker shall make written findings of fact demonstrating that all of the following criteria are satisfied:

- (1) The Occupation is limited to such uses as personal, business, or professional services, offices and repair shops for household items, and does not involve automotive, truck or motorcycle repair.
- (2) The occupation shall be conducted only by the persons residing in the dwelling unit plus no more than one nonresident assistant or employee. Persons engaged in building trades or similar fields, using their dwelling unit or residential premises as an office for business activities carried on off the premises may have more employees than the limitation set forth in this chapter if they are not employed on the premises.
- (3) The occupation shall be conducted wholly within a structure and shall be conducted in such a manner as to give no outward appearance nor manifest any characteristics of a business, in the ordinary meaning of the term, that would infringe upon the right of the neighboring residents to enjoy a peaceful occupancy of their homes.
- (4) Point of purchase retail sales is not permitted.
- (5) The home occupation shall not generate traffic volumes greater than what would normally be expected in a residential neighborhood. Parking shall be provided in conformance with DMC 25.95.
- (6) Signs shall not be permitted.
- (7) Home occupations shall comply with all other local, state or federal regulations pertinent to the activity pursued, and the requirements or permission granted or implied by this chapter shall not be construed as an exemption from such regulations.
- (8) A home occupation permit issued to one person shall not be transferable to any other person; nor shall a home occupation permit be valid at any address other than the one appearing on the permit.
- (9) Any person engaging in a home occupation shall register as a business under DMC 5.04.010. (Ord. 02-707 § 1). Contact Dept. of Revenue at <https://dor.wa.gov/>.

NOTE:

Fill out and return this application with all material listed in the Required Information and Fee section. Submittal of all required information and fee constitute a complete application. The applicant will be contacted by the City within 28 days of formal application submittal regarding whether the application is complete. Site work may not start until all necessary permits have been obtained.

SUBMIT COMPLETE APPLICATION TO: Permits@dupontwa.gov

Applicant Signature

Date

Please Print Name