



## HOME OCCUPATION PERMITS

Liberty Lake Planning & Building Services

22710 E. Country Vista Drive, Liberty Lake WA 99019

Phone: (509) 755-6700 Fax: (509) 755 6713

Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)

A home occupation permit involves a one time review and fee that is good for as long as the business remains at the same location and the type of business or other factors do not change. The purpose of City Development Code / River District Specific Area Plan Overlay SAP-08-0001 (RDSAP) Section 10-4I-2 is to facilitate small commercial ventures operated within a residence, which are appropriate in scale and impact to be operated within a residence and which could not necessarily be sustained if it were necessary for the business owner to lease commercial quarters. Home occupations are encouraged for their contribution in reducing the number of vehicle trips often generated by conventional businesses.

### Home Occupation Standards

Home occupations are permitted in residential units (dwellings) that are owned by the person operating the home occupation or which is the primary residence of the operator of the home occupation, subject to the following standards:

#### Appearance and Use of Residence:

- The home occupation shall be restricted to lawfully-built enclosed structures and be conducted in such a manner as not to give an outward appearance of a business;
- The home occupation shall not result in any structural alterations or additions to a structure that will change its primary use or building code occupancy classification;
- The home occupation shall not violate any conditions of development approval (i.e., prior development permit approval);
- No products and or equipment produced or used by the home occupation may be displayed to be visible from outside any structure;
- The home occupation, including storage space, shall not occupy more than forty-nine (49) percent of the residential unit, however a home occupation may be located in an approved detached accessory building under the standards of this section; and
- All material or mechanical equipment shall be used in a manner as to be in compliance with WAC 173-60 regarding noise.

#### Storage:

- Outside storage, visible from the public right-of-way or adjacent properties, is prohibited;
- On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond those normally incidental to residential use is prohibited; and
- Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be allowed in any structure.

#### Employees:

- Other than family members residing within the dwelling located on the home occupation site, there shall be no more than one employee at the home occupation site at any given time. As used in this section, the term "home occupation site" means the lot on which the home occupation is conducted;
- Additional individuals may be employed by or associated with the home occupation, so long as they do not report to work or pick up/deliver at the home; and
- The home occupation site shall not be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch to other locations.

### Advertising and Signs:

- Only one (1) unlighted wall or window sign shall be allowed and in no case shall the sign exceed 3 square feet.

### Vehicles, Parking and Traffic:

- One commercially-licensed vehicle associated with the home occupation is allowed at the home occupation site. It shall be of a size that would not overhang into the public right-of-way when parked in the driveway or other location on the home occupation site;
- There shall be no more than three commercial vehicle deliveries to or from the home occupation site daily. There shall be no commercial vehicle deliveries during the hours of 10 p.m. to 7 a.m.; and
- There shall be no more than one client's or customer's vehicle at any one time and no more than eight per day at the home occupation site.

### Business Hours:

- There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 7 a.m. to 10 p.m. only, subject to the home occupation standards.

### Prohibited Home Occupation Uses:

- Any activity that produces radio or TV interference, noise, glare, vibration, smoke, or odor beyond allowable levels as determined by local, state, or federal standards, or that can be detected beyond the property line is prohibited.
- Any activity involving on-site retail sales is prohibited, except that the sale of items that are incidental to a permitted home occupation is allowed. For example, the sale of lesson books or sheet music from music teachers, art or craft supplies from arts or crafts instructors, computer software from computer consultants, and similar incidental items for sale by home business are allowed, subject to the home occupation standards.
- Any uses described in this section or uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke, or vibration, such as the following examples:
  1. Ambulance service;
  2. Animal hospital, veterinary services, kennels or animal boarding;
  3. Auto and other vehicle repair, including auto painting; or
  4. Repair, reconditioning or storage of motorized vehicles, boats, recreational vehicles, airplanes or large equipment on-site.
  5. Any business related to adult retail use establishments, adult bookstores, and adult entertainment establishments are prohibited.

### Exemptions:

- The following activities are exempt from the home occupation permit requirements, but shall otherwise comply with the substantive requirements for home occupations; provided, however, a home occupation permit may be required if a complaint is received about the activity or if activities related to the occupation otherwise qualify for a home occupation:
  1. Authors, composers and writers.
  2. After hours paperwork and similar activities performed by residents on evenings and weekends, who have a primary office elsewhere.
  3. Tutoring, teaching, music lessons, or fine arts instruction for one student or pupil or conducted not more than one time per week,
  4. Services or activities that are not performed at the residence, such as newspaper delivery, babysitting, lawn care and gardening, parties for the sale of items such as Tupperware, Mary Kay, etc., and similar services.
  5. Activities similar to 1 - 4 above, as determined by the Director/designee.

## **Home Occupation Permit Approvals**

Applicants shall complete and submit the attached application. The application shall be reviewed and processed by the City of Liberty Lake Planning & Building Services for compliance with the home occupation standards and the permit shall be either approved or denied based on the above requirements (City Development Code / RDSAP Section 10-4I-2). If the permit is approved, the City shall notify the applicant and the applicant shall pay the fee for Home Occupation Permits, as established in the adopted Fee Schedule and receive a copy of the approved permit.

## **Enforcement**

The Director or his or her designee may visit and inspect the site of home occupations in accordance with City Development Code / RDSAP Section 10-4I-2 to insure compliance with all applicable regulations. If a complaint or investigation request is received or if the City believes a violation of the home occupation permit is occurring, such inspections will be conducted during normal business hours, and with reasonable notice. Code violations shall be processed in accordance with Development Code / RDSAP Article 10-1D - Enforcement.

## **Complete and return the Home Occupation Permit Application to:**

City of Liberty Lake Planning & Building Services  
22710 E. Country Vista Drive  
Liberty Lake WA 99019

The completed application may also be submitted by Fax to (509) 755-6713 or by Email at [atainio@libertylakewa.gov](mailto:atainio@libertylakewa.gov).

A Planning & Building Services staff member will call you upon completion of the permit processing. Please make checks payable to the City of Liberty Lake for the one time permit fee of \$75.00. Home Occupation Permit will be valid for as long as the business remains at the same location and the type of business or other factors do not change. If your business re-locates to another residence within the city of Liberty Lake, please notify us so we can update our records. Please call (509) 755-6708 if you have any questions.

**HOME OCCUPATION PERMIT APPLICATION**

APPLICANT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOME TAX PARCEL #: \_\_\_\_\_ ZONE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

DESCRIBE BUSINESS ACTIVITY (specify product or services provided): \_\_\_\_\_

\_\_\_\_\_

TOTAL SQ. FOOTAGE OF HOME (including garage if it is used as part of the business): \_\_\_\_\_

SQ. FOOTAGE OF HOME USED FOR BUSINESS: \_\_\_\_\_

WILL THERE BE ANY MODIFICATIONS MADE TO THE HOME FOR THIS BUSINESS:       YES       NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

WHAT ARE THE PROPOSED HOURS OF BUSINESS OPERATION: \_\_\_\_\_

WILL THERE BE ANY CLIENTS OR CUSTOMERS VISITING THE RESIDENCE:       YES       NO

ARE YOU PLANNING ANY BUSINESS SIGNAGE AT THE RESIDENCE:       YES       NO

WILL EMPLOYEES BE AT THE RESIDENCE (OTHER THAN THE BUSINESS OWNER):       YES       NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

**WILL THE PROPOSED BUSINESS AND ITS OPERATION MEET THE HOME OCCUPATION STANDARDS CONCERNING APPEARANCE AND USE OF RESIDENCE; STORAGE; EMPLOYEES; ADVERTISING AND SIGNS; VEHICLES, PARKING AND TRAFFIC; AND BUSINESS HOURS:**

YES       NO

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

The undersigned hereby certifies that the information provided on this application is true and correct, to the best of their knowledge under perjury under the laws of the State of Washington and upon permit approval, further certifies that the business shall comply with the requirements as defined in City Development Code / RDSAP Section 10-4I-2, for a home occupation and the business is not a prohibited home occupation use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:** A business license is also required for the City of Liberty Lake, please contact 755-6700 for information on obtaining a business license or visit the Washington State Department of Licensing website at [www.dol.wa.gov](http://www.dol.wa.gov) to submit your business license application request. **If your home is located in a PUD or you have a homeowner's association, please check your neighborhood covenants for any restriction, etc.**

**(PLANNING & BUILDING SERVICES OFFICE USE ONLY)**

DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

NEIGHBORHOOD: \_\_\_\_\_

IS A BUILDING PERMIT REQUIRED ? YES NO

IS A SIGN PERMIT REQUIRED ? YES NO

IS THE HOME LOCATED IN A PUD ? YES NO

PERMIT APPROVED PERMIT DENIED DATE \_\_\_\_\_

COMMENTS / CONDITIONS:

Compliance with the Home Occupation permit standards.

The business must maintain a current City of Liberty Lake Business License.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ FILE NUMBER: \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

IF YOU HAVE NOT YET APPLIED FOR A CITY BUSINESS LICENSE, PLEASE COMPLETE THE BUSINESS LICENSE APPLICATION PROCESS.