



Planning Application

Home Occupation Permit (BLR)

Office use only

AP #: BLR-

Submit to: 415 W 6th ST ~ Vancouver, WA 98660
 PO Box 1995 ~ Vancouver, WA 98668
 Phone (360) 487-7800
www.cityofvancouver.us

TYPE OF HOME OCCUPATION BUSINESS		
<input type="checkbox"/> Contractor	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Retail
<input type="checkbox"/> Service	<input type="checkbox"/> Wholesale	<input type="checkbox"/> Other
SITE INFORMATION		
➔ Business location (address):		
BUSINESS INFORMATION		
➔ Business Name:		
DBA (Doing Business As) Name – if different from above:		
UBI #: _____ <small>(9 digit number)</small>		
First date of conducting business in Vancouver city limits: / /		
Is this:	<input type="checkbox"/> A new business	<input type="checkbox"/> An existing business
DESCRIPTION OF BUSINESS		
<input type="checkbox"/> APPLICANT		
Contact name:		
Mailing Address:		
City/State/Zip:		
Phone:	Fax:	
E-mail (required):		
PLEASE NOTE: This application is only for a home occupation permit. You must also be registered with Washington State and either hold a valid City of Vancouver business license or, if qualified, claim a City license exemption. Please visit the Washington State Department of Revenue: http://bls.dor.wa.gov/file.aspx		
ZONING INFORMATION		
How many employees, in addition to the owner, will be employed at this address?		
Will proposed business involve the use of any toxic, flammable, poisonous, or potentially hazardous materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the proposed business require any interior and/or exterior modifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SUBMITTAL REQUIREMENTS	
<input type="checkbox"/> One (1) floor plan of home – 8.5”x11” , drawn to scale indicating area to be used for home occupation. (refer to #3 below)	
NOTICE OF DEVELOPMENT STANDARDS	
You plan to operate a business in a zone that does not permit an outright commercial activity. In this zone, you may operate a business only when the following development standards are met, as allowed under <u>Vancouver Zoning Ordinance 20.860</u> .	
<ol style="list-style-type: none"> Home occupation must be clearly subordinate to the residential use of the property and will not be detrimental or disruptive in terms of appearance or operation to neighborhood properties. A current and valid City of Vancouver business license is maintained or, if applicable, a valid City business license exemption claim (Determination of Exemption Checklist) is on file at the City’s Business License section of the Financial & Management Services Department. Not more than 25% of the combined floor space of main and accessory buildings or 1,000 sq ft (whichever is less) may be used for business activities. Please submit floor plan of home indicating area to be used for home occupation. Two nonresident employees are permitted (off-street parking must be provided). The person providing the business must reside within the dwelling. Retail sales are prohibited except when the product to be sold is clearly incidental to the services authorized (not permitted with Scenario A). Signage – one door nameplate or freestanding sign not to exceed 2 sq ft is permitted (refer to VMC 20.860 for more details). No commercial vehicles allowed associated with home occupations. All other criteria outlined in VMC 20.860 	
<u>Check which scenario applies:</u>	
<input type="checkbox"/> Scenario A – Exempt from Home Occupation Fee, Development Standards still apply The home occupation has <u>no customer visits</u> .	
<input type="checkbox"/> Scenario B – Customer visits allowed. Fee required, Development Standards still apply The combined total number of customers and business visitors associated with home occupations shall be limited to no more than 6 per day.	
REQUIRED SIGNATURES	
<i>I have read the above and agree to comply with the requirements.</i>	
Applicant signature:	
Print name:	Date:

Office use only	
Current zone:	Accepted by: