



CITY OF POULSBO PLANNING DEPARTMENT
 200 NE Moe Street
 Poulsbo, WA 98370-7347
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www.cityofpoulsbo.com/planning

HOME OCCUPATION APPLICATION

Please note: A Home Occupation Permit is not required if (1) no clients, customers or students come to the home and (2) commercial deliveries to or from the property are limited to not more than twice per week. All other City zoning requirements and other regulations must be complied with.

This application must be accompanied by a completed Master Land Use Application form and any other required documents. For complete information on the City’s Home Occupation Permit requirements, refer to Poulsbo Municipal Code (PMC), [Section 18.48.150](#) (Home Occupations). The following requested items are based on information that was made available to City staff at the time of project application submittal. Additional or revised information may be required to complete the project review.

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Master Land Use Application , with notarized signatures of all property owners.
<input type="checkbox"/>	<input type="checkbox"/>	Application fees and deposits per Resolution 2011-02 . Please note that additional hourly fees may apply in some circumstances.
<ul style="list-style-type: none"> • The home occupation may only be carried on by the members of the family who occupy the dwelling, with no employees or other persons being engaged in the business activity. • The residential character of the home must be maintained, and the home occupation must be conducted in a manner that does not create any outward appearance of a business. • The home occupation must not infringe upon the right of neighboring residents to enjoy the peaceful occupancy of their homes. • Home occupation uses are limited to service businesses; retail sales may be permitted if they are demonstrated to be incidental to the primary service business. 		
Please confirm that the home occupation will comply with the above requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Size of home in square feet, excluding garage: _____		
Size of lot in square feet: _____		
Size of proposed area to be used for home occupation: _____		
Size of proposed area to be used for outdoor storage: _____		
Day of the week and hours of operation for the home occupation: _____		
Number and location of off-street parking spaces that will be available for business-related visitors, in addition to required residential parking. _____		
If signs are proposed, indicate number and locations: _____		
Indicate any landscaping, fencing or other screening that is proposed to mitigate visual impacts: _____ _____		

