



# Planning & Economic Development

200 NE Moe Street | Poulsbo, WA 98370-7347

(360) 394-9748 | fax (360) 697-8269

www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

## HOME OCCUPATION

Home Occupation means a use conducted entirely within a residential building or allowed detached accessory structure, which is clearly incidental and secondary to the use of the residence for dwelling purposes, and for which customers or clients visit the home for business purposes.

### WHERE ARE HOME OCCUPATIONS PERMITTED?

Home occupations are permitted in the Residential Low (RL), Residential Medium (RM), and Residential High (RH) zoning districts.

### WHAT ARE THE REQUIREMENTS?

1. **Owner-Occupied.** The primary person or persons providing the business or service must reside within the dwelling on the premises and provide evidence of residency through such means as voter registration, driver's license, tax statement or other evidence. Only one nonresident employee is permitted to work at the site at any one time.
2. **Incidental Sales.** The sale of consumer goods shall be prohibited except when the product to be sold is clearly incidental and related to the services authorized by such home occupation.
3. **Off-Site Impacts.** No home occupation shall generate measurable levels at the property line of dust, smoke, odor or glare or noise in excess of the state standards outlined in WAC 173-06-050. The home occupation activity shall not generate solid waste in volume or type which is not normally associated with residential use unless specifically permitted.
4. **Disturbing Influences.** The home occupation use shall not create electronic interference, including but not limited to: interference with radio, satellite reception, telephone or television reception.
5. **Exterior Modification and Signage.** To preserve the residential appearance of the structure, there shall be no evidence of the home occupation from the exterior of the structure, except one door nameplate or freestanding sign not to exceed two square feet is permitted.
6. **Limitations on Customers and Visitors.** The combined total number of customers/clients and

employee visits associated with the home occupation shall be limited to no more than an average of six per day. Normal hours of operation shall be seven a.m. to eight p.m. After-hours activity permitted if wholly indoors and no new business-related trips are generated.

7. **Location of Use.** All uses or activities associated with home occupation shall be wholly carried on within a dwelling or accessory structure. Such activity shall be secondary to the use of the dwelling for living purposes. Not more than twenty-five percent of the combined floor space of such dwelling and accessory structure or one thousand square feet, whichever is less, may be used for the home occupation.
8. **Outdoor Storage.** No outdoor storage associated with home occupation shall be permitted.
9. **Vehicles.** Vehicles related to the home occupation shall be restricted to standard noncommercial cars, trucks, and vans. Commercial vehicles are allowed in association with a home occupation on lots larger than one-half acre, may be parked on the property, but cannot be parked within a required setback.
10. **Parking.** Parking shall be fully available on site for customer/client or employee use during the hours the home occupation is conducted. When on-street parking is allowed, only one employee or one customer/client may be parked on the street at any one time. Under no circumstances shall parking for the home occupation cause traffic hazards or parking problems on adjacent rights-of-way.
11. **Number.** One home occupation is allowed per residence. However, home businesses may be conducted within a residence, an accessory dwelling unit or an accessory structure; provided, that the combined impacts of the home occupation and home businesses do not exceed the limits set forth in this section.

### WHAT KIND OF BUSINESS MAY I CONDUCT?

Examples of permitted uses include, but are not limited to, the following:

1. Artists, illustrators, writers, photographers, editors;
2. Professional offices;
3. Bookkeeping, law office, and architect;

5. Distribution of products assembled at home for off-premises sales (such as produce or crafts);
6. Janitorial services (office);
7. Mail order business or sales representative;
8. Interior decorator;
9. Light furniture-making and woodworking that does not result in the use or storage of amounts of hazardous, flammable, or combustible materials above the allowed exempt quantities as detailed in the International Building and Fire Codes;
10. Hobby household pet breeding; provided, that household pets over four months of age are regulated by PMC 6.02.060. Outside shelters for hobby pet breeding must be at least ten feet from any property line; and limits on number of litters per year may be imposed with the permit.; and
11. Food production and sales consistent with the requirements of Washington State's Cottage Food Act.

#### WHAT KIND OF BUSINESS IS PROHIBITED?

Examples of permitted uses include, but are not limited to, the following:

1. Auto repair;
2. Welding shops;
3. Large appliance/electronic or equipment repair or service;
4. Truck hauling and/or tow storage yard;
5. Vehicle sales;
6. Cabinet-making;
7. Manufacturing and/or related storage;
8. Boarding kennel or stable;
9. Wholesale or retail sales;
10. Restaurants/drinking establishments;
11. Metal plating;
12. Any use generating, storing or utilizing hazardous waste.

#### REVIEW AUTHORITY/PERMITTING PROCESS

Home Occupation applications are an administrative [Type II](#) permit application according to the provisions of Title 19. The Planning and Economic Development Director is the Review Authority.

The permitting process starts with a [pre-application conference](#) with City staff. [Pre-app conferences](#) are intended to acquaint City staff and other agencies with a proposed development and to generally advise the applicant of applicable regulations and policies impacting the proposal.

#### FEE INFORMATION

Application fees per [Resolution 2019-03](#).

#### HOW IS A HOME BUSINESS DIFFERENT?

Home Business means a use conducted entirely within a residential building or allowed detached accessory structure, which is clearly incidental and secondary to the use of the residence for dwelling purposes, and for which *no customers or clients visit the home for business purposes*.

- Only a city [business license](#) is required.
- No more than two commercial deliveries per day in conjunction with the home business are allowed.
- No nonresident employees are allowed.

Disclaimer: this handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.

