



# HOME OCCUPATION APPLICATION

Planning and Economic Development Department  
 200 NE Moe Street | Poulsbo, Washington 98370  
 (360) 394-9748 | fax (360) 697-8269  
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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. Refer to [Section 18.70.070 F.4](#) of the Poulsbo Municipal Code (PMC) for more information. For a detailed description of the Type I review process, refer to PMC [Title 19](#) (Project Permit Application Procedures).

*Please note:* The city has no authority to enforce private covenants or restrictions on land prohibiting home occupations. Compliance with the PMC does not relieve a private property owner from complying with any such private covenant or restriction and private property owners are encouraged to review any such restrictions before commencing any home occupation.

APPLICANT AND OWNER:	
Name:	Phone:
Address:	
Email:	
Tax Assessor's ID:	
Comp Plan Designation:	Zoning Designation:
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <input type="checkbox"/> YES <input type="checkbox"/> NO	
APPLICATION SUBMITTAL REQUIREMENTS:	
<p><b>The PED Department is now accepting all applications electronically.</b> Please submit your application online <a href="#">here</a> or email the materials to <a href="mailto:plan&amp;econ@cityofpoulsbo.com">plan&amp;econ@cityofpoulsbo.com</a>.</p>	
<input type="checkbox"/> Application Fees and Deposits	
<input type="checkbox"/> Notarized property owner and applicant signature page (attached)	
<input type="checkbox"/> Any other information/documents:	
<p><b><i>Please provide the following information:</i></b></p> <p>Size of home and any accessory structures (if used for home occupation) in square feet:</p> <p>Size of lot in square feet:</p> <p>Size of proposed areas to be used for home occupation in square feet:</p> <p>Size of proposed area to be used for outdoor storage:</p> <p>Days of week and hours of operation for home occupation:</p> <p>Number and location of off-street parking spaces that will be available for business related visitors:</p> <p>If signs are proposed, indicate number and locations:</p> <p>Indicate any landscaping, fencing or other screening that is proposed to mitigate visual impacts:</p>	

<i>Please confirm that the home occupation will comply with the below requirements:</i>	<b>YES</b>	<b>NO</b>
The primary person or persons providing the business or service will reside within the dwelling. Only one nonresident employee will work at the site at any one time.	<input type="checkbox"/>	<input type="checkbox"/>
The sale of consumer goods is prohibited except when the product to be sold is clearly incidental and related to the services authorized by such home occupation.	<input type="checkbox"/>	<input type="checkbox"/>
Home occupation will not generate measurable levels at the property line of dust, smoke, odor or glare or noise more than the state standards outlined in WAC <a href="#">173-06-050</a> .	<input type="checkbox"/>	<input type="checkbox"/>
The home occupation activity will not generate solid waste in volume or type which is not normally associated with residential use unless specifically permitted.	<input type="checkbox"/>	<input type="checkbox"/>
The home occupation use will not create electronic interference, including but not limited to: interference with radio, satellite reception, telephone or television reception.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
The combined total number of customers/clients and employee visits associated with the home occupation will be limited to no more than an average of six per day. Normal hours of operation will be 7 a.m. to 8 p.m. After-hours activity permitted if wholly indoors and no new business-related trips are generated.	<input type="checkbox"/>	<input type="checkbox"/>
All uses or activities associated with home occupation will be wholly carried on within a dwelling or accessory structure. Such activity will be secondary to the use of the dwelling for living purposes. Not more than 25% of the combined floor space of the dwelling and accessory structure or one 1,000 square feet, whichever is less, will be used for the home occupation.	<input type="checkbox"/>	<input type="checkbox"/>
No outdoor storage associated with home occupation will be permitted.	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles related to the home occupation will be restricted to standard noncommercial cars, trucks, and vans. Commercial vehicles, allowed in association with a home occupation on lots larger than one-half acre, cannot be parked within a required setback.	<input type="checkbox"/>	<input type="checkbox"/>
Parking will be fully available on site for customers or employee use during the hours the home occupation is conducted. When on-street parking is allowed, only one employee or one customer may be parked on the street at any one time. Under no circumstances will parking cause traffic hazards or parking problems on adjacent rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>





**PROPERTY OWNER'S SIGNATURE (if other than applicant/agent):**

I, the undersigned, state that, to the best of my knowledge, all the information provided for this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Owner

STATE OF WASHINGTON) ) SS  
COUNTY OF KITSAP )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_ to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the  
State of Washington Residing at

\_\_\_\_\_  
Commission Expires \_\_\_\_\_