

LIMITED HOME BUSINESS & HOME BUSINESS Information Sheet

What is a Home Occupation and why is a permit required?

Home Occupations are businesses conducted out of a home that are secondary to the use of the home as a residence. That is, the business in your home cannot exceed 50% of the floor area of your home, as the home is considered the principle use.

There are two types of Home Occupations. Limited Home Businesses are small businesses such as real estate agents working from home, crafts people, and similar occupations. Home Business are much the same, but are more intense, require neighbor notification, which may result in possible conditions that may apply.

The City is hopeful that your home business is successful, which will create the need for you to expand your activity and possibly move your business into the Commercial area of Tenino.

Who is required to apply for a Home Business permit?

Anyone conducting business within residential areas of Tenino are required to submit a home business application and undergo a zoning and public safety review. This ensures that the proposed business activity is in compliance with current regulations to protect the integrity of our neighborhoods and the community.

There are two basic categories of home businesses. They are Limited Home Businesses, which, in essence, are businesses operated out of the home that have little to no impact on the surrounding neighbors. However, a Home Business is a business that is operated out of a home that creates some type of impacts to a neighborhood and may be the deciding factors of approval.

What is the Process?

The attached Home Business application form must be completed and submitted to the City. Once submitted, the application will be reviewed by the City's Planning, Building, Public Works, Police and Fire Departments, to ensure that the nature of the proposed business complies with zoning and safety regulations. Businesses that operate from a residence or residential property are required to meet home business standards identified in Tenino Municipal Code (TMC) Title 18B and Title 5, to maintain the residential character of the neighborhood.

The estimated review time for this process is ten working days, barring any extenuating circumstances, and assuming that all the necessary information is provided. Once the application is approved and associated fees are paid (if required), a Home Occupation Permit can be issued. In addition, a City Business License is required for **ALL** businesses operating in the City limits.

A Home Occupation Permit is a one time review once issued as long as the business remains the same. However, the City reserves the right to inspect the business as detailed in the business license regulations and other related City codes. Your City Business License must be renewed annually.

How much does it cost?

Limited Home Business application, no charge. However, a City Business License is still required, which must be renewed annually.

Home Business application fees are adopted by the City Council, and currently (2006) cost \$300. Again, a City Business License is still required and it must be renewed annually.

Who do I contact with questions?

If you have any questions regarding home business requirements or regulations, please contact the Tenino Planning Department (Tenino.dan@comcast.net). For Business Licenses information, contact the City Clerk (Teninocityhall@comcast.net). Staff can also be contacted by telephone at (360) 264-2368 to help you get up and running.



CITY OF TENINO
Home Business License Application
P.O. Box 4019, Tenino, WA 98589
 Phone: (360) 264-2368 Fax: (360) 264-5772

Date Received by City:

***Home Business (\$300 Fee may apply)**

***Limited Home Business (No fee)**

** Business Licenses required at time of application. If Home Business permit denied, you will be refunded the City Business License fee.*

City Issued Permit Tracking No.:

Date:

State UBI Number:

Contractor/L&I Number (if any):

Business Name: _____

Address: _____

Mailing Address (if different): _____

Owner: _____ Contact Person / Title: _____

Business Phone: _____ Business FAX: _____ Email: _____

Has business name changed?
 Yes ___ No ___ If yes, what was previous name? _____

Has business ownership changed? Yes ___ No ___
 If yes, who was previous owner? _____

Please describe the type, nature and function of your business:

What is the current building used for?

What is the proposed building use?

Current home square footage (site plan may be required): _____

Proposed business square footage use: _____

Do clients or employees visit home?
 Yes: ___ No: ___
 If yes, how many times / week: _____

Days of operation: _____
 Hours of operation: _____

Any non-resident employees?
 Yes: ___ No: ___ If yes, how many: _____

Any pick-up/delivery by commercial vehicles?
 Deliveries per week: _____
 Gross Vehicle Weight: _____

Outside storage of goods, display materials, or activities outside of the home or other buildings?
 Yes _____ No _____ If yes, explain: _____

Does business use heavy equipment, power tools, power sources, or hazardous materials not common to a residence? Yes _____ No _____
 If yes, explain: _____

Does business involve manufacturing? Yes ___ No ___ If yes, explain: _____

Does your business create noise, vibration, smoke, dust, odor, heat, or glare? Yes _____ No _____
 If yes, please explain: _____

Will business require building alteration(s)? *Yes _____ No _____ *If yes, building permit required.	Does business have, or require a sign? Yes _____ No _____ *If yes, sign permit required.
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I have read and understand that any changes in the business name, type, ownership, location, building, signage or other conditions of this business may require additional review and inspection(s) prior to approval from the City for a business license renewal. Continued operation of the business under conditions other than those present or disclosed at the time of this application may not be allowed. I further understand that should the City's licensing requirements change, I will be informed of the changes and may be required to adhere to the new regulatory requirements. I agree to adhere to all codes and regulations of the City in the operation of this business.

Applicant Signature _____	Application Date _____
Print Name / Title _____	Day Telephone _____

Space Below For City Use Only

USE PER TMC 18B.20 _____ Land Use Type & Level _____
 Parcel #: _____ Zoning: _____ Comp Plan: _____
 Per TMC 18B.30.110 – Nonconformities, this use:
 _____ Conforms; _____ Does not conform; or is _____ Legal Nonconforming

Planning: _____ *Approved* _____ *Denied*
 Name/Title: _____ Signature: _____
 Comments: _____ Date: _____

Police: _____ *Approved* _____ *Denied*
 Name/Title: _____ Signature: _____
 Comments: _____ Date: _____

Bldg: _____ *Approved* _____ *Denied*
 Name/Title: _____ Signature: _____
 Comments: _____ Date: _____

Fire: _____ *Approved* _____ *Denied*
 Name/Title: _____ Signature: _____
 Comments: _____ Date: _____

CONDITIONS/COMMENTS:

[] **Approved** [] **Denied**

City Clerk/Treasurer Signature: _____ **Date:** _____

City Business License #: _____
Date Issued: _____
 Entered into Permit Pack by: _____