



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

HOME OCCUPATION PERMIT APPLICATION PACKET

FREQUENTLY ASKED QUESTIONS:

What is a home occupation?

A home occupation is a commercial use that is accessory to a residential use. Advertising a home occupation by a sign on the premises is prohibited. The following is the definition of a home occupation "Home Occupation" means a profession, trade, skill or service possessed and utilized, in whole or in part, by a family member for monetary gain within or upon the premises of a permanent dwelling unit in a residential district. A home occupation shall not involve wholesale or retail sales of any general or specific line of merchandise, products, goods or wares upon said premises, unless such articles are produced thereon in the conduct of the profession, trade, skill or service.

Do I have to have a business registration if I have a home occupation?

Yes, a County Business Registration is required on an annual basis.

Do I have to re-apply for a home occupation permit on an annual basis?

No, a homeowner only needs to apply and obtain a Home Occupation Permit a single time for a particular location or address. A Business Registration does need to be applied for annually.

How much does it cost to apply for a home occupation permit?

A one-time filing fee of \$ 75.00 is required.

Where do I go apply for a home occupation permit and business registration?

Please visit the Planning and Building Department staff at 502 W. Boeing Street, Pasco, WA 99301 or by calling 509-545-3521. The Department website may be found at <http://www.franklincountywa.gov/>

What are the criteria for having a home occupation?

All home occupations shall conform to the following standards:

1. Be clearly subordinate to the principal use of the property for residential purposes;
2. Not involve modification of the property or exterior of its structures that indicates other than residential uses of the premises;
3. Is performed entirely within a permanent structure upon the premises;
4. No signs, display or other advertisement upon the property;



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

5. No media or other off-premises advertising shall give the address or location of the home occupation;
6. No outside storage of materials, supplies, products or by-products, or equipment, except a single occupational vehicle not exceeding 14,000 pounds of Gross Vehicle Weight (GVW);
7. Be conducted solely by persons residing within the dwelling unit upon the premises, subject to the definition of family;
8. Except for articles produced thereon, no merchandise, products, goods or wares may be displayed or offered for sale upon the premises;
9. No occupation requiring the customer or client to be present upon the premises while the profession, trade, skill or service is performed shall be allowed;
10. No more than six (6) customer vehicles may visit the dwelling in a given day;
11. Noise generated by the home occupation, detectable at any property line, shall not be in excess of the following standards:
 - A. 8:00 a.m. to 8:00 p.m.: 55 dba,
 - B. 8:00 p.m. to 8:00 a.m.: 45 dba;
12. No material or substance which is explosive, highly flammable, corrosive, radioactive or toxic shall be stored, created, utilized or discarded in any way without prior knowledge of and written approval by the county, provided the means or methods necessary for safety purposes do not conflict with other standards established herein;
13. The home occupation shall not generate light or glare, vibration, fumes or odors, or permit other conditions to occur or be present which annoys, injures, or endangers the comfort, health, repose, decency or otherwise comfortable enjoyment of life and property of neighboring or surrounding residents, in accordance with the intent of this chapter and county nuisances ordinances; and
14. The home occupation shall not occupy more than twenty (20) percent of the gross floor area of the residence. All of an attached or detached garage may be used for a home occupation provided the area of the garage to be utilized does not exceed six hundred (600) square feet.

- Keep this section for your records -

- Return the following completed pages with your application -



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

HOME OCCUPATION PERMIT APPLICATION SUPPLEMENT

Submittal Checklist:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Home Occupation Permit Fee: \$75.00
Check made payable to the Franklin County Planning and Building Department |
| <input type="checkbox"/> | General Land Development Application – <i>See last two pages of packet</i> |
| <input type="checkbox"/> | Franklin County Business Registration
The registration must be obtained BEFORE a “Home Occupation Permit” can be approved |
| <input type="checkbox"/> | Review Property Information
It is the applicant’s responsibility to research and review Covenants, Conditions and Restrictions (CC&Rs) or deed restrictions pertaining to or affecting the property (if any). |
| <input type="checkbox"/> | Criteria of Approval Review
Are all of the fourteen (14) criteria (above listed) items met? |
| <input type="checkbox"/> | Sign and Date
The Conditions of Approval for a Home Occupation Sheet |
| <input type="checkbox"/> | Provide a Mailing List
Include names and mailing addresses of the adjoining property owners |



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

Describe how the subject property is physically suitable for the type, density and/or intensity of the use being proposed?

Proposed measures to ensure compatibility with permitted uses in the surrounding zone?
(Ex. fences, landscape buffers, berms, etc.)

Will the project be conducted entirely within a structure? Yes No

1. If no, describe the outdoor activities (i.e. outdoor eating, playground, park)
2. What is the approximate square footage, or seating capacity of your outdoor use area(s)?
3. What type of noises will the outdoor use generate? (i.e. music, machinery, vehicles)

Proposed hours of operation/days of the week: (indicate months, if seasonal)

Describe any existing zoning ordinance violation(s):



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

I, the undersigned, hereby authorize the filing of this application and certify under penalty of perjury that the information contained in this application is complete and correct to the best of my knowledge. Further, I hereby grant Franklin County staff or representatives to enter my property during the course of this review to inspect my property as needed.

I, the undersigned, hereby accept the following conditions that will govern my home occupation permit, if approved, and hereby pledge to comply with the conditions:

1. The home occupation permit is for a "Home Office" only.
2. The applicant shall continue compliance with all standards specified in Chapter 17.68 "Home Occupations" and specifically the fourteen (14) Environmental Standards in Franklin County Code Section 17.68.040.
3. If the home occupation standards are not followed and/or if complaints are received concerning this business, the permit may be revoked by the County Planning and Building Director and a written appeal may be processed.
4. No home occupation permit may be transferred to a different location or person without obtaining a new home occupation permit and business license to authorize its conduct at the proposed location.
5. Nothing in this approval shall be construed as excusing the applicant from compliance with any federal, state, or local statutes or ordinances or regulations applicable to this project other than the permit requirements of the home occupation permit of Franklin County.
6. An applicant (or any interested person) may appeal the approval or denial of this permit to the Board of County Commissioners provided the appeal is submitted in writing to the Planning Department within ten (10) calendar days of the date specified on this decision.
7. The applicant must apply for and receive a Franklin County Business Registration.

This authorizes the designated Applicant's representative (if applicable) to act on behalf of the applicant for the processing of this request.

Owner (signature)

Applicant/Representative (signature)

Print Name

Print Name

_____ 20 _____
Date signed

_____ 20 _____
Date signed



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

GENERAL LAND DEVELOPMENT APPLICATION

FOR STAFF USE ONLY	FILE #:	<i>S T A M P H E R E :</i>
	Total Fees:	Date deemed complete:
	Receipt #:	Pre-App Meeting Date:
	Reviewed By:	Hearing Date:

CHECK ALL THAT APPLY AND ATTACH SUPPLEMENTAL FORM(S):	<input type="checkbox"/> Alteration/Vacation of Easement	<input type="checkbox"/> SEPA – Environmental Checklist
	<input type="checkbox"/> Appeal (File # of item appealed: _____)	<input type="checkbox"/> Shoreline Permit
	<input type="checkbox"/> Binding Site Plan	<input type="checkbox"/> Shoreline – Conditional Use Permit
	<input type="checkbox"/> Boundary Line Adjustment	<input type="checkbox"/> Shoreline – Exemption
	<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Shoreline – Non-Conforming
	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Shoreline – Substantial Development
	<input type="checkbox"/> Critical Areas Determination/Review Reasonable Use Determination	<input type="checkbox"/> Shoreline – Variance
	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Short Plat
	<input type="checkbox"/> H2A Farm Worker Housing (Zoning Review)	<input type="checkbox"/> Subdivision (Long Plat)
	<input type="checkbox"/> Lot Segregation Request	<input type="checkbox"/> Temporary Use Permit
	<input type="checkbox"/> Non-Conforming Use Determination	<input type="checkbox"/> Variance
	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Zone Change (Rezone)
	<input type="checkbox"/> Other:	<input type="checkbox"/> Zoning Interpretation/Administrative Decision

CONTACT INFORMATION (Please provide all necessary information and checkmark the primary contact)

<input type="checkbox"/>	<p><u>Property Owner</u></p> <p>Name: _____ Mailing Address: _____</p> <p>Phone Number: _____</p> <p>E-mail Address: _____</p>
<input type="checkbox"/>	<p><u>Applicant/Agent/Contractor (if different)</u></p> <p>Contact Name: _____ Business Name: _____</p> <p>Phone Number: _____ Business Address: _____</p> <p>E-mail Address: _____</p>
<input type="checkbox"/>	<p><u>Surveyor/Engineer</u></p> <p>Contact Name: _____ Business Name: _____</p> <p>Phone Number: _____ Business Address: _____</p> <p>E-mail Address: _____</p>



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

PROPERTY INFORMATION

Parcel Number(s) (9-digit tax number):
Legal Description of Property:
Site Address: (describe location if no address is assigned)

BRIEF DESCRIPTION OF PROJECT OR REQUEST

--

- All appropriate fees must accompany this application. Fees are non-refundable and subject to change. Please contact the Planning Department for current pricing of fees.
- This application, including attachments, must be completed in its entirety for all items applicable to your project.
- Supplemental information is generally required for land use approvals. Please ensure that all required information is submitted along with this application form.
- If the property is owned by a trust, corporation, or LLC, please attach documentation showing that the person signing as the “owner” has the authority to sign on behalf of the trust, corporation, or LLC. If there are multiple owners, provide an attachment in the same format and with the same declarations.

I, the undersigned, hereby authorize the filing of this application and certify under penalty of perjury that the information contained in this application is complete and correct to the best of my knowledge. Further, I hereby grant Franklin County staff or representatives to enter my property during the course of this review to inspect my property as needed.

I understand that any information submitted to the Franklin County Planning and Building Department is subject to public records disclosure laws for the State of Washington (RCW Chapter 42.17) and all other applicable laws that may require the release of the documents to the public.

This authorizes the designated Applicant’s representative (if applicable) to act on behalf of the applicant for the processing of this request.

_____	_____	_____	_____
Owner (Signature)	Date	Applicant/Representative (Signature)	Date
_____	_____	_____	_____
Owner (Print Name)	Date	Applicant/Representative (Print Name)	Date