



Home Occupation Permit Application

City of Fife
Date
Stamp

Permit Center

5411 23rd St E, Fife, WA
(253) 922-9624

Permit Number: _____
For City Use Only

Business License Number: _____
Proposed Business Name: _____
Applicant/Resident Name: _____
Site Address: _____
Site Phone Number: _____ Mobile/Message Phone Number: _____
Parcel Number: _____ Email Address: _____

Describe Proposed Business:

Site Location (see page 2 for restrictions):

Principal Residential Building Building Gross Floor Area (square feet): _____
Home Occupation Gross Floor Area (sf): _____

OR

Accessory Structure Structure Gross Floor Area (square feet): _____
Home Occupation Gross Floor Area (sf): _____

Business Sign (if any): Dimensions: _____ Wall Location: _____
Wording on Sign: _____

Drive-in Customers? Yes No If yes, how many parking spaces are provided? _____

Do you live in a neighborhood that is governed by CCR's (Conditions, Covenants, and Restrictions) or in an apartment/condominium with property management? Yes No

If yes, we strongly encourage you to obtain an approval letter from your Home Owner's Association or Property Management Office to run this business, and provide a copy of the letter to the City of Fife.

Provide a scaled floor plan of the building which contains the home occupation, and identify the area in which the home occupation will be located. For home occupations with drive-in customers, provide a site plan which shows the property lines, buildings, driveway, parking area for both residents and customers, and parking stall dimensions and location.

I have read and understand the home occupation regulations listed on page 2 of this application.

Signature of Permanent Resident

Date

Fife Municipal Code

19.68.050 Home Occupation

- A. Application. Prior to home occupation operations, a property owner shall apply for and receive the following:
 - 1. A home occupation permit from the community development department.
 - 2. A business license as required by the FMC Title 5, Business Taxes, Licenses and Regulations.
- B. Home Occupation Standards. A home occupation may be considered an accessory residential use based on the following:
 - 1. A home occupation is limited to a business owned and operated by the permanent residents of the property. Only those persons who reside on the property and are members of the immediate family, and one other person, who may or may not reside on the property, shall be permitted to engage in the occupation.
 - 2. A home occupation shall not involve the use of more than 25 percent of the gross floor area of the principal residential building (excluding garage). An accessory structure may be used for a home occupation if the use is restricted to not more than 25 percent of the gross floor area of the accessory structure or 1,000 square feet, whichever is less. A home occupation may be located either in the principal residential building or an accessory structure, but shall not be located in both.
 - 3. A home occupation shall not include the following uses: commercial instruction with four or more students, commercial stable, kennel, restaurant, medical clinic, vehicle detailing, and minor or major vehicle repair.
 - 4. A home occupation shall not alter the external appearance of any structure which would detract from the structure's residential character.
 - 5. There shall be no exterior storage of materials or products.
 - 6. One sign advertising the home occupation is permitted. The sign is limited to a non-illuminated wall sign of six square feet or less. Signs must comply with all requirements in FMC Title 16.
 - 7. No offensive noise, vibration, smoke, dust, odor, heat, glare or unusual or excessive traffic to and from the premises shall be produced or generated by the home occupation.
 - 8. For home occupations with drive-in customers, adequate off-street parking shall be provided as determined by the director. (Ord 1777 § 1 (Exh. A), Ord. 1317 § 3, 1998).