



CITY OF TACOMA
 Finance Department / Tax & License Division
 747 Market St, Room 212, Tacoma, WA 98402-3770
 253-591-5252 www.cityoftacoma.org/businesslicense

Contract Account # _____

Fee: \$75.00

Conditional Home Occupation Agreement

Applicant Name: _____ Telephone: _____

Street Address: _____ Zip Code: _____

Description of Home Occupation: _____

I am the occupant of the subject property and I agree to conduct a home occupation in accordance with all City codes and ordinances. I understand that I am subject to the conditions set forth below in addition to regulatory inspections.

1. The use of the home as a residence will remain the primary use. The home occupation will be clearly incidental and subordinate to the use of the dwelling as a residence.
2. The only people working in the home occupation will be members of family who also reside there. Non-related employees may be employed only if they work at a jobsite other than the dwelling.
3. Materials, goods, supplies or equipment used for the business are stored inside the home or accessory buildings. No outdoor display or storage of materials, goods, supplies, or equipment will be located on the property.
4. Parking of commercial vehicles (over 12,000 lbs.) will be limited to one hour, unless engaged in legitimate loading or unloading activities. Blocking vehicle or pedestrian traffic on any portion of a public street, alley, or sidewalk may require additional permits. For more information, please see Tacoma Municipal Code (TMC) Title 11 or contact Planning and Development Services at 253-591-5030.
5. The outside appearance of the residence will not change and/or will not appear that it is being used for a business. The business will not generate nuisances to any greater extent than what is usually experienced in a residential neighborhood, including traffic, parking, noise, lighting, odors, fumes, hazards, and electrical interference. If the business is changed or expanded, I will contact Planning and Development Services to find out if additional permitting is required.
6. Any chemicals or materials used for the home occupation will be stored and disposed of according to the applicable health and safety regulations.
7. A 5-pound dry chemical fire extinguisher will be centrally located within the area of the home occupation and any additional Tacoma Fire Department requirements applicable to my business operations will be met.
8. Home occupations involved in food and beverage production or catering will obtain all required approvals from other applicable agencies, including the Tacoma-Pierce County Health Department.
9. Limited on-premises sales of products or stock-in-trade may be permitted, as long as it is an accessory to a service offered through the home occupation. For example, a home occupation engaged in hair salon services may sell hair care products or accessories. It must be clearly demonstrated that on-premises sales will be limited and consistent with the criteria set forth above.
10. One non-illuminated nameplate sign (maximum size 1.5 square feet) may be placed flat against a dwelling containing a home occupation.

I agree to the limits of the home occupation permit as specified above and the additional requirements shown on the reverse side of this agreement. I understand the City may revoke/deny my license(s) should I fail to comply with the terms and conditions.

 Applicant Name (Printed)

 Signature

 Date

Conditional Home Occupation Agreement

Additional Requirements

I am the occupant of the subject property and I agree to conduct a home occupation in accordance with all City codes and ordinances. Certain types of Home Occupations have additional conditions and applicable regulations.

I understand that I am subject to the conditions set forth below in addition to regulatory inspections.

Craft Food Production

1. Contact the following agencies to confirm that requirements are met before proceeding with business operations:
 - Tacoma-Pierce County Health Department (all food/drink production)
 - Puget Sound Clean Air Agency (coffee roasters)
 - Washington State Liquor and Cannabis Board (alcohol)
 - Washington State Licensing (all food/drink production)
2. All operations and storage need to be contained within the residential building(s).
3. No noticeable odors from the food/beverage production emitting from the property.
4. Distilleries and marijuana production are prohibited as home occupations.

Dog Daycare

1. Capacity is limited to 6 dogs within the dog daycare operations.
2. All dogs will be cared for within an enclosed building.
3. No more than one dog at any one time may be allowed outdoors periodically.

Scrap Metal

1. All business operations and storage must be contained within an enclosed building that is no more than 500 square feet in size. Such building shall be in compliance with applicable building and land use regulations.
2. On-site processing of scrap metal is prohibited.

Vehicle Repair

1. Work shall be limited to Light Automotive Repair and General Engine Repair as defined in the City of Tacoma Planning and Development Services Division Policy Statement for Automobile Repair as Home Occupations, dated October 23, 2006. The policy statement can be found at www.cityoftacoma.org/businesslicense under Regulatory License Information.
2. All repair work shall be conducted within an enclosed structure.
3. Any vehicles waiting for service shall be stored in an enclosed structure.

Hulk Hauler

1. No vehicles in the process of being transported shall be stored on the subject site. This includes vehicles attached to or on the transport vehicle.

This document should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and policy requirements, regardless of whether they are referred to or contained within this document.