



APPLICATION FOR
HOME BUSINESS LICENSE

MILLWOOD CITY HALL
9103 E. FREDERICK AVE
MILLWOOD, WA 99206
(509) 924-0960
PLANNING@MILLWOODWA.US

APPLICANT:	PHONE:	EMAIL:	
ADDRESS:	CITY	STATE	ZIP
BUSINESS NAME:	UBI NUMBER:		
DESCRIPTION OF BUSINESS:			
WILL CUSTOMERS VISIT THE RESIDENCE?	YES	NO	
WILL THE BUSINESS RECEIVE DELIVERIES?	YES	NO	
IS THERE A SIGN ADVERTISING THE BUSINESS IF YES, DESCRIBE LOCATION OF SIGN:	YES	NO	
DO YOU HAVE EMPLOYEES?	YES	NO	
WHAT PERCENTAGE OF THE RESIDENCE DOES THE BUSINESS OCCUPY?			
HOURS OF OPERATION?			
DESCRIBE CHARACTERISTICS OF THE BUSINESS THAT COULD BE DETRIMENTAL TO SURROUNDING RESIDENCES SUCH AS VIBRATION, NOISE, DUST, SMOKE, ODOR OR DANGEROUS MATERIALS:			

I CERTIFY THAT I HAVE EXAMINED THIS APPLICATION AND THE ATTACHED ZONING REGULATIONS AND STATE THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT. I FURTHER AGREE TO COMPLY WITH THE CITY'S BUILDING AND ZONING REQUIREMENTS.

SIGNATURE: _____ **DATE:** _____

STAFF USE ONLY

RECEIVED BY:	DATE:	ZONING DESIGNATION:	
APPROVED BY:	DATE:	FEE PAID:	
APPROVED IN STATE SYSTEM:	YES	NO	DATE:

HOME BUSINESSES ARE PERMITTED IN RESIDENTIAL ZONES UNDER THE FOLLOWING ZONING REGULATIONS:

- THE ACTIVITY SHALL BE INCIDENTAL TO THE PRIMARY USE OF THE RESIDENCE AS A DWELLING AND DOES NOT CHANGE THE RESIDENTIAL CHARACTER OF THE DWELLING OR NEIGHBORHOOD, AND IS CONDUCTED IN SUCH A MANNER AS NOT TO GIVE ANY OUTWARD APPEARANCE OF A BUSINESS IN THE ORDINARY MEANING OF TERM;
- NO WINDOW DISPLAY OR PRODUCT DISPLAY OUTSIDE OF THE DWELLING IS MADE;
- ONE UNLIGHTED SIGN ATTACHED FLUSH AGAINST THE EXTERIOR WALL OF THE PRINCIPAL STRUCTURE NOT EXCEEDING ONE SQUARE FOOT IN AREA IS PERMITTED;
- THE BUSINESS OWNER MUST BE THE PROPERTY OWNER AND THE SUBJECT PROPERTY MUST BE THE BUSINESS OWNERS PRIMARY PLACE OF RESIDENCE;
- EMPLOYMENT IN A HOME BUSINESS SHALL BE LIMITED TO PERSONS RESIDING IN THE DWELLING UNIT WHERE THE HOME BUSINESS IS CONDUCTED;
- NO MORE THAN TWENTY-FIVE PERCENT (25%) OF THE TOTAL FLOOR AREA OF ALL STRUCTURES ON THE LOT INCLUDING ACCESSORY BUILDINGS, GARAGES AND BASEMENT IS USED FOR HOME BUSINESS;
- ALL STORAGE OF MATERIALS OR EQUIPMENT TO BE USED IN CONJUNCTION WITH THE HOME BUSINESS SHALL BE ENCLOSED WITHIN THE RESIDENCE OR ACCESSORY STRUCTURE;
- TRAFFIC GENERATED SHALL BE LIMITED TO NOT MORE THAN EIGHT CLIENTS, CUSTOMERS, DELIVERIES, OR COMBINATION THEREOF COMING TO THE SITE EACH DAY;
- NOT MORE THAN TWO CUSTOMER VEHICLES MAY BE PARKED AT ANY ONE TIME;
- THERE ARE NO MORE THAN TWO PARKING SPACES FOR CUSTOMERS. THESE PARKING SPACES SHALL NOT BE LOCATED IN THE FRONT OR FLANKING YARD (SIDE YARD FACING STREET);
- HOURS OF OPERATION ARE LIMITED TO BETWEEN THE HOURS OF 8:00 AM AND 7:00 PM;
- NO COMMERCIALY LICENSED VEHICLES ARE PARKED OR STORED ON THE SITE;
- CERTAIN TYPES OF HOME BUSINESSES ARE PROHIBITED INCLUDING ANIMAL HOSPITALS, DANCING STUDIOS, EXERCISE STUDIOS, PRIVATE CLUBS, RESTAURANTS, KENNELS, AUTOMOBILE BODY SHOP OR REPAIR SHOPS, OR ADULT BOOK STORES. REFER TO THE ZONING ORDINANCE FOR A COMPLETE LIST OF PROHIBITED USES;
- ACTIVITIES EXEMPT FROM HOME BUSINESS REGULATIONS INCLUDE TEMPORARY SALES STANDS WITH NOMINAL SALES SUCH AS CHILDREN'S LEMONADE STANDS, GARAGE SALES (NOT MORE THAN ONE IN ANY 3 MONTH PERIOD) AND HOSTESS PARTIES (NOT MORE THAN 3 IN ANY 12 MONTH PERIOD).

