



BENTON COUNTY PLANNING DEPARTMENT

INFORMATION PACKET FOR HOME OCCUPATION PERMIT APPLICANTS

This Packet is designed to assist you in preparing your application for a Home Occupation Permit. Applications may be submitted to the Benton County Planning Department, P.O. Box 910, 1002 Dudley Avenue, Prosser WA 99350 or to the Benton County Building Department, 5600 W. Canal Drive, Kennewick WA 99336 between 8 a.m. and Noon and 1 p.m. and 5 p.m.

Please provide the following information at the time of submittal. If any of this information is not provided, we may not be able to process your application.

1. A completed application form and applicable non-refundable fee of \$100.00, including a scaled drawing (*See attached sample*) showing in detail the outer boundary and dimensions of the property, all structures and dwelling units located on the property, the location of the home occupation within the dwelling unit or attached garage, and the square footage of the area (including all storage areas) to be used for the home occupation business. **ALL persons with an ownership interest in the property on which the land use action is proposed must sign the application other than interests exclusively limited to ownership of the parcel's mineral rights.**
2. Additional information and/or permits may be required from other agencies such as, but not limited to; the Benton County Building Dept., the Benton Franklin District Health Dept., the Washington State Department of Health, Department of Ecology, or the respective city.

NOTE: APPLICATION FEE IS NON REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR APPLICATION WILL BE APPROVED.

Any information submitted to the Benton County Planning Department is subject to public records disclosure law for the State of Washington (RCW Chapter 42.17) and all other applicable law that may require the release of the documents to the public.

Upon determining you have submitted a complete application, a file will be setup and the application will be reviewed for compliance with the home occupation requirements.

CRITERIA FOR HOME OCCUPATIONS:

A home occupation permit may be approved if the underlying zoning district allows home occupation businesses and if the following criteria can be met.

1. There must be a residence on site, and the proprietor of the home occupation business must reside in that residence.
2. No more than two (2) non-resident persons, whether they work on site or not, may be employed by or be partners in the home occupation business.

3. There shall be no exterior indication of a home occupation or variation from the residential character of the premises other than those allowed by Criteria set forth in Nos. 5 and 7 below.
4. The total area for all home occupation businesses located on a parcel, including all storage spaces, shall not occupy more than the lesser of: (a) thirty (30) percent of the residence's floor area and any attached garage; or (b) six hundred (600) square feet.
5. No more than one (1) non-illuminating sign, with a maximum area of four (4) square feet, shall be permitted in connection with the home occupation.
6. No materials or equipment shall be used in a manner detrimental to the residential use of surrounding properties because of vibration, noise, light, dust, smoke, odor, and interference with radio or television reception or other factors.
7. Only one (1) vehicle marked to identify the home occupation is allowed to be stored outside of any structure at any one time. No other on-site, outside storage of vehicles, equipment, and/or supplies is allowed in connection with a home occupation. This prohibition shall preclude storage of building materials and equipment such as, but not limited to: lumber, plasterboard, pipe, paint, and heavy equipment.
8. There shall be no on site display and/or on site sale of materials or products in connection with the home occupation.

When the review of the home occupation application is complete, the Planning Department will approve, approve with conditions, or deny the application. The applicant will be notified by mail of the Planning Department's decision.

The following types of home occupations are not allowed under any circumstances:

- a. On-site display and/or on-site sale of materials or products, unless a special permit is granted;
- b. Auto, truck, and heavy equipment repair, bodywork, or painting;
- c. Cabinetwork and millwork;
- d. Kennel or dog boarding;
- e. Veterinary clinic or hospital;
- f. Painting of vehicles, trailers or boats;
- g. Large appliance repair - including but not limited to: stoves, refrigerators, washers and dryers; and,
- h. Machine and sheet metal shops.

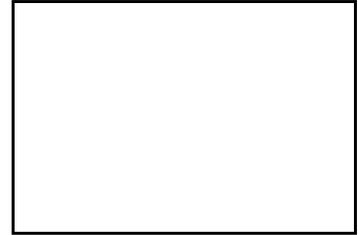
A home occupation permit issued to one person shall not be transferable to any other person; nor shall a home occupation permit be valid at any other address other than the one appearing on the permit.

Once the home occupation permit is issued, the Benton County Fire Marshal may require that the home occupation business be placed on the Fire Marshal's Annual Inspection List. Certain types of home occupation businesses may require additional review and/or approval from other agencies.

APPEAL

The decision of the Planning Department to approve or disapprove a home occupation permit may be appealed (in writing and accompanied by the non-refundable appeal fee) and filed with the Hearings Examiner within fourteen (14) days of the date of the decision per BCC 11.52.131.

**BENTON COUNTY PLANNING DEPARTMENT
APPLICATION FOR
HOME OCCUPATION PERMIT**



Home Occupation File No. _____

1. Applicant Name: _____
Applicant Address: _____

Telephone number: Home _____ Work: _____
2. Legal Owners Name: _____
Legal Owners Address: _____

Telephone number: Home _____ Work: _____
3. If you prefer to be contacted via email please provide your email address:

4. **Parcel Number or** Legal description of property for which permit is for: _____

5. Name of Business: _____
6. Type of Business (Explain fully the nature of the home occupation, including number of employees, hours of operation, etc.): _____

If further explanation is required on any of the following questions, please attach an additional sheet, making reference to the question number.

7. Will the Home Occupation be located within the dwelling (including attached garage)?
Yes _____ No. _____
8. List total square footage of usable floor space in the residence (Including attached garage, if any). _____.
9. List total square footage of area in residence to be used for Home Occupation. _____
10. What percentage of the usable floor space of the dwelling will be occupied by the Home Occupation? _____
11. Will the principal use of the premises be for a residence? Yes _____ No. _____
If no, explain _____

12. Will there be any employees in connection with the home occupation other than individuals actually residing in the dwelling where such use is located? Yes _____
 No. _____
 If yes, explain _____
13. Will the Home Occupation involve the on-site sale or on-site display of materials or products other than agricultural products raised on the premises where sold?
 Yes _____ No. _____
 If yes, explain _____
14. Will a sign(s) be used on the premises to advertise the business?
 Yes _____ No. _____
 If yes, give the size and number of signs to be posted on site. _____
15. Will the proprietor of the business live in the residence on site.
 Yes _____ No. _____ If no, explain _____

16. Will any vehicles marked to identify the business be stored on-site?
 Yes _____ No. _____ If yes, explain _____

17. Will the business include any of the following activities on-site? Veterinary clinic or hospital, painting of vehicles, trailers or boats, large appliance repair; including, but not limited to - stoves, refrigerators, washers, dryers; machine shops or metal shops, auto, truck and heavy equipment repair, body work or painting, cabinet work or millwork, kennel or dog boarding?
 Yes _____ No. _____ If yes, explain _____

SIGNATURE BLOCK FOR INDIVIDUALS ONLY.

I certify that the information given above is true and complete.

| | | |
|--|---------------------|---------------|
| _____ Applicant's Signature | _____ Print Name | _____ Date |
| _____ Signature of Legal Owners | _____ Print Name | _____ Date |
| _____ Signature of Person with additional ownership interest | _____ Print Name | _____ Date |

ALL persons with an ownership interest in the property on which the land use action is proposed must sign the application other than interests exclusively limited to ownership of the parcel's mineral rights.

If the applicant or legal owner is a corporation/partnership/LLC etc. please use the following signature block. Copy this page if more than one corporation /partnership/LLC signature is required.

Applicant/Legal Owner: _____

By: _____,
(print name) (Title)

Signature: _____,
(Signature) (Title)

The above signed officer of _____ (name of entity) warrants and represents that all necessary legal and corporate actions have been duly undertaken to permit _____ to submit this application and that the above signed officer has been duly authorized and instructed to execute this application.

AN APPLICATION FEE OF \$100.00 MADE PAYABLE TO BENTON COUNTY TREASURER IS REQUIRED. THIS FEE IS NOT REFUNDABLE

NOTE: COMPLETION OF THE HOME OCCUPATION APPLICATION DOES NOT CONSTITUTE APPROVAL OF THE PROPOSED BUSINESS. YOU WILL BE NOTIFIED IN WRITING IF THE HOME OCCUPATION IS APPROVED OR DENIED.

Any information submitted to the Benton County Planning Department is subject to public records disclosure law for the State of Washington (RCW Chapter 42.17) and all other applicable law that may require the release of the documents to the public.

The decision of the Planning Department to approve or disapprove a home occupation permit may be appealed (in writing and accompanied by the non-refundable appeal fee of \$630.00) and filed with the Hearings Examiner within fourteen (14) days of the date of the decision per BCC 11.52.131.

FOR OFFICIAL USE ONLY:

Critical Area Review Completed by _____ on _____.

Application approved for processing by _____ on _____

Zoning _____ Comp Plan Designation _____

Site Plan Requirements

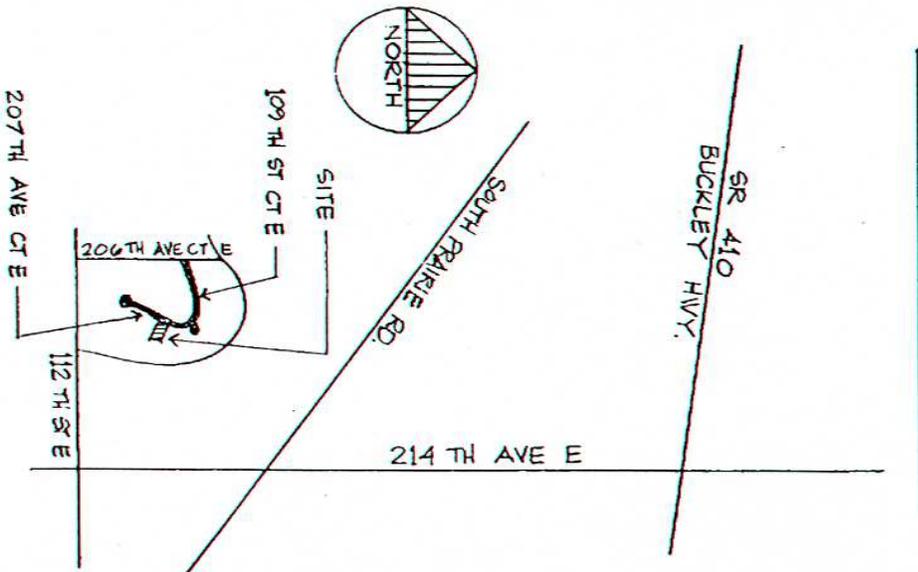
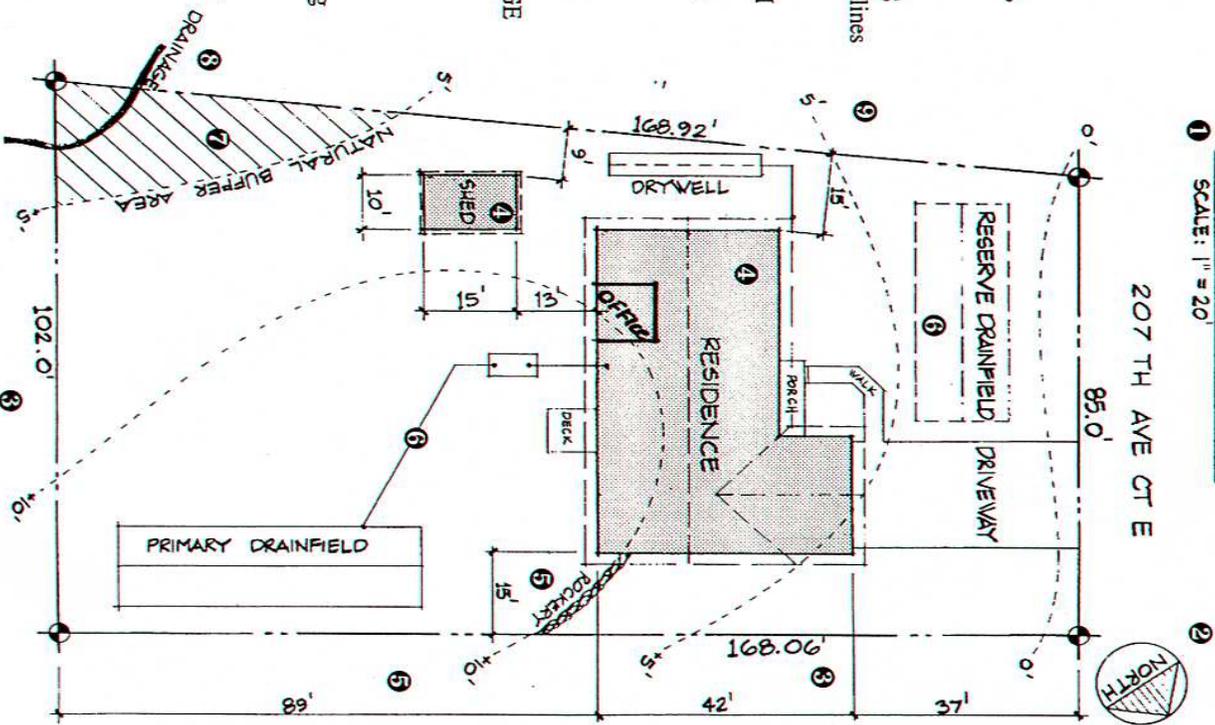
- 1 SCALE
1" = 100' minimum.
- 2 NORTH ARROW
- 3 LOT DIMENSIONS
including driveways
and street names.
- 4 BUILDING FOOTPRINT
including porches, walks, decks,
roof, overhangs and floor
cantilevers.
- 5 SETBACK MEASUREMENTS
including distances to property lines
and between buildings.
- 6 APPROVED SEPTIC SYSTEM
including tank, pump, tightline,
primary and reserve drainfields.
- 7 EASEMENTS
including access, utilities,
natural buffer areas, open spaces,
and greenbelts
- 8 SURFACE WATER DRAINAGE
including shorelines, wetlands,
ponds,
ditches and streams.
- 9 SITE CONTOURS
5 ft. maximum intervals showing
elevation of the land may be
expressed
relative to any point on your lot.

SAMPLE

Vicinity Map Example

SITE PLAN

VICINITY MAP



SITE PLAN REQUIREMENTS