Ordinance No. 3035

City of Kent Home Business License Application

City of Kent Customer Services
220 Fourth Avenue S.
Kent, WA 98032-5895
(253) 856-5210 Fax (253) 856-6200

Fee Must Accompany Application *(Circle One)*		**Opening July 1 or after**
Home Occupation	$51.00	$26.00
Non-Profit	No Charge	501(c)(3)Req
Relocation in Kent	No Charge	
Prior Kent Address: _____		

Name of Business _____

Address _____ Suite _____

Phone ( ) _____ Fax ( ) _____

PLEASE TYPE OR PRESS FIRMLY
Black or Dark Blue Ink Only
All licenses expire December 31. Renewal invoices mailed in January.

1. **WA State UBI#** _____ **WA State TRN** (Tax Registration Number) _____
2. Date Opened in Kent _____/_____/_____
3. ❑ Indiv. ❑ Partnership ❑ LLC ❑ Corporation *Provide ownership information; include supplemental list if needed.*

Owner(s) Name(s)	Home Address	City	State	Zip	Phone
_____	_____	_____	_____	_____	( ) _____
_____	_____	_____	_____	_____	( ) _____

4. Name of Business Center/Apartment Complex, if Applicable _____
5. Billing Address: _____ City/State _____ Zip _____
6. **Type of Business:** (Check those which apply)
   ❑ Wholesale Trade ❑ Retail Trade ❑ Service ❑ Manufacturing ❑ Construction ❑ Govt. ❑ Transp./Commun./Util.
   ❑ Finance/Insur./RE ❑ Education ❑ Health Industry ❑ Sales/Mktg. ❑ Rental Housing # Units _____ ❑ Other_____
7. **Include Working Owners—**Total # **Full Time** Employees: _____ Total # **Part Time** Employees: _____
8. Explain your home business. Specify if your business is a service or produces a product._____
   _____
9. Have you read and do you understand Section 15.08.040 of the Kent Zoning Code? ❑ Yes ❑ No
10. ❑ Yes While an at-home business may be permitted in your residential area, some homeowners associations have restrictions regarding at-home businesses. The issuance of this license does not imply that your at-home business complies with homeowners association rules. If your home is located in a neighborhood subject to homeowners association rules, check the box if your at-home business is permitted in your neighborhood. *Failure to check the box does not allow the City to deny the license. We issue the license whether or not the applicant checks the box.*
11. Operation of your business: Days of Week:_____ _____ Hours of the Day: _____
12. Will changes to the interior or exterior of your dwelling be needed to accommodate the business?
    ❑ Yes ❑ No If yes, explain _____
13. Will there be any outside storage of goods or display of materials or merchandise? ❑ Yes ❑ No
    If yes, explain _____
14. Will there be any hazardous materials stored or used ❑ Yes ❑ No If yes, explain_____
15. What is the total number of square feet of your home your business will occupy? _____
16. How many visits per week will there be to your home by clients, employees or delivery services? _____ visits
17. Will there be noticeable changes to your present utility usage as a result of your home occupation? ❑ Yes ❑ No
    If yes, explain _____
18. Will there be noticeable changes to your environment, such as noise, vibration, smoke, dust, heat or glare as a result of your home business?
    ❑ Yes ❑ No If yes, explain _____
19. Will your business engage in selling, giving away, distributing, dispensing, exchanging for anything of value, planting, growing, processing, packaging, storing, or any other act relating to marijuana as that term is defined in RCW 69.50.101? ❑ Yes ❑ No
20. Is your Business subject to the State of Washington B&O Tax (Chapter 82.04 Revised Code of Washington)?
    ❑ Yes ❑ No
    Is your Business subject to City of Kent B&O Tax (please reference the list of exemptions noted on page 2 of the Business Activities Questionnaire)? ❑ Yes ❑ No Exemption Number_____

I hereby certify that the statements and information furnished by me on this application are true and complete to the best of my knowledge. I also acknowledge that the statements and information furnished by me on this application are public records and are available for public inspection pursuant to State of Washington RCW 42.17.260. I understand that issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations and statutes of the City of Kent and the State of Washington. The issuance of this business license does not imply compliance with the Zoning, Uniform Fire and Building Codes.

Signature	Print Name	Title	Date

FOR OFFICE USE ONLY: Business License # _____

White: BL File **Canary: Applicant's Receipt Copy**

City of Kent

Home Occupation Business License Information & Instructions

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INFORMATION

1. **City of Kent Ordinance #3035 states,** *"It is unlawful for any person to conduct, operate, engage in or practice any business in the City of Kent without having first obtained a general business license for the current calendar year or unexpired portion of the calendar year, and paying the applicable fee."* This ordinance applies to home based businesses, also known as "Home Occupations", as well as commercial businesses located in Kent. Planning Services will review your application for compliance, and if found satisfactory, a formal license will be mailed. Below is an excerpt from the City of Kent's City Code. Questions concerning this information should be directed to **Planning Services**, and may be called at **(253) 856-5454.** Home Occupation business licenses are required to have a UBI# before applying for the City of Kent's business license in order for our office to process the business license application. The **Department of Revenue** may be called at **(425) 656-5100.** Effective 2012 a technology fee is being applied to support systems that provide convenience and efficient service delivery.

2. **City of Kent Ordinance #3575** prohibits auto repair, auto body repair, building or servicing of automotive vehicles as a home occupation/home business.

Sec. 15.08.040. Home Occupations

A. Purpose.
It is the purpose of this section to outline general conditions in which home occupations may be permitted in all zoning districts. These conditions have been designed to help preserve the residential character of the city's neighborhoods from commercial encroachment while recognizing that certain selected business activities are compatible with residential uses.

B. Home Occupations Permitted.
Home occupations which meet the requirements of this section are permitted in every zone where a dwelling unit was lawfully established. The requirements of section D shall not apply to the following home occupations, but still require a Home Business License with the City of Kent:
1. Home child care/home daycares.
2. The sale of agricultural products produced on the premises.
3. Adult family homes.

C. Development standards.
All dwelling units in which a home occupation is located must meet the following minimum development standards:
1. The residential character of the exterior of the building shall be maintained.
2. The outdoor storage or display of materials, goods, products or equipment is prohibited.
3. A home occupation shall not occupy more than three hundred (300) square feet.
4. The sign regulations of chapter 15.06 shall apply. See #7 of section D.

D. Performance standards.
All home occupations must meet the following minimum performance standards:
1. ***Employees.*** A home occupation may not employ on the premises more than one (1) person who is not a resident of the dwelling unit.
2. ***Traffic.*** The traffic generated by a home occupation shall be limited to four (4) two-way client-related trips per day and shall not create a need for additional onsite or offsite parking spaces.
3. ***Sale of goods and services.*** The sale of goods and services from a home occupation shall be to one (1) customer at a time, by appointment only, between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday only.
4. ***Electrical or mechanical equipment usage.*** The use of electrical or mechanical equipment that would change the fire rating of the structure or create visual or audible interference in radio or television receivers or electronic equipment or cause fluctuations in line voltage outside the dwelling is prohibited.
5. ***Utility demand.*** Utility demand for sewer, water, electricity, garbage or natural gas shall not exceed normal residential levels.
6. ***Other criteria.*** There shall be no noise, vibration, smoke, dust, odors, heat, glare or other conditions produced as a result of the home occupation which would exceed that normally produced by a single residence, or which would create a disturbing or objectionable condition in the neighborhood.
7. ***Signs.*** One (1) identification sign shall be permitted for each occupancy, and shall not exceed an area of three (3) square feet or a height of six (6) feet above the surface of the street. See Sec. 15.06.050 for further requirements. Portable A-frame signs are prohibited.