



# HOME OCCUPATION ADDENDA

*Community & Economic Development Department*  
City of Arlington • 18204 59th Ave NE • Arlington, WA 98223 • Phone (360) 403-3551

**This appendix is intended for applicants to verify the home occupation development standards prescribed in the City of Arlington Municipal Code (AMC) 20.44.082 are satisfied and will be utilized for COA Staff review of a business license. Additional information may be requested by the City if necessary.**

**Home Occupations are allowed as an accessory use to the residential use of a single-family, multi-family, or accessory dwelling unit subject to the following requirements as per AMC Chapter 20.44.082 - Home Occupation**

Business Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Business Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of home occupation business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The proposed Home Occupation shall occupy no more than twenty-five percent (25%) of the total gross floor area or no more than five hundred (500sf) square feet of floor area (whichever is less), including any space in an accessory structure.**

- What is the size of the dwelling unit (square feet) the home occupation is proposed within? \_\_\_\_\_ s.f.
- How many square feet of the dwelling unit will be used to conduct business activities? \_\_\_\_\_ s.f.
- Number of Employees: \_\_\_\_\_
- Number of Parking Spaces: \_\_\_\_\_

**By initialing each standard below you are acknowledging that you have read the following and your home occupation is in compliance of the City of Arlington home occupation standards as follows:**

\_\_\_\_\_ Is carried on by residents of the dwelling unit and, in addition, involves no more than two other business participants visiting the dwelling unit (or, for properties that contain an accessory dwelling unit, visiting the property) per day. "Other business participants" shall include non-family employees and independent contractors

\_\_\_\_\_ Has no outside storage

\_\_\_\_\_ Requires no alteration to the interior or exterior of the dwelling that changes its residential character

\_\_\_\_\_ Does not involve activities, including but not limited to the use of heavy equipment, power tools, power sources, hazardous materials, or other equipment or materials that result in noise, vibration, smoke, dust, odors, heat, traffic, parking, or other conditions that exceed, in duration or intensity, such conditions normally produced by a residential use

\_\_\_\_\_ Has, in addition to daily mail service, no more than a combined total of three commercial and courier pickups and deliveries at the dwelling unit (or, for properties that contain an accessory dwelling unit, the property) per day, and no more than ten such pickups and deliveries per week. Said pickups and deliveries shall occur between the hours of 8:00 a.m. and 6:00 p.m.

\_\_\_\_\_ No stock-in-trade or any other material associated with the home occupation shall be visible on the site

\_\_\_\_\_ Includes no more than six clients/customers per day and no more than two clients/customers at any time visiting the dwelling unit (or, for properties that contain an accessory dwelling unit, visiting the property) for goods or services. A family arriving in a single vehicle shall be considered one client. Client/customer visits to a home occupation shall be between the hours of 8:00 a.m. and 8:00 p.m

\_\_\_\_\_ Operates no more than one vehicle, van, truck or similar vehicle. The measurement of vehicle height and length shall include bumpers and any other elements that are required by federal or state law for the operation of the vehicle on public roads; and shall conform to all performance standards as regulated in Part III. Performance Standards, Chapter 20.44 Supplemental Use Regulations.

\_\_\_\_\_ The vehicle shall not exceed any of the following:

- (1) A gross vehicle weight of ten thousand pounds;
- (2) A height of ten feet; and/or
- (3) A length of twenty-four feet;

\_\_\_\_\_ The home occupation will not harm the character of the surrounding neighborhood

\_\_\_\_\_ The home occupation will not include outdoor storage and/or operation of building materials, machinery, commercial vehicles, or tools, except if it meets the following criteria:

- (1) Is appropriately screened from other properties;
- (2) Does not emit noise, odor, or heat
- (3) Does not create glare

\_\_\_\_\_ Does not create a condition which injures or endangers the comfort, repose, health or safety of persons on abutting properties or street

\_\_\_\_\_ Will not generate excessive traffic or necessitate excessive parking

\_\_\_\_\_ Will locate and screen any required or proposed site improvement in a manner that minimizes its view from surrounding properties or adjacent streets

*Enforcement. Upon determination that there has been a violation of any provision of this section, the city may pursue code enforcement in accordance with the provisions of AMC Chapter 11.01 Enforcement Provisions. I do hereby certify that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.*

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Signature

Print Name

Date

