

Application For Home Occupation Business License WBC Code 5.28.030

1. A home occupation business license application may be obtained from the city offices or from the city website. Each application shall be submitted to the city recorder If the zoning administrator determines that the combined offsite impact of the proposed home occupation and the primary residential use of the property will materially exceed the offsite impact of the primary residential use alone, the application must be accompanied by payment of a business license fee. The city may also charge an administrative fee if the applicant requests a business license.
2. It is unlawful for any person to provide false information to the city in relation to the application for, issuance of, or continuation of, a business license, or to knowingly cause or permit the same to be done.
3. The applicant shall give notice of the nature and description of the proposed home occupation by posting a notice in front of the property on which the home occupation is to be conducted for no less than seven days immediately preceding the submission of a home occupation business license application. For home occupations that require a conditional use permit, the applicant must also give written notice of the nature and description of the proposed home occupation to owners of property within 300 feet of the exterior boundaries of the property on which the home occupation is to be conducted. The applicant must provide evidence of the required posting and written notice, if applicable, as part of the home occupation business license application.
4. The application will contain the applicant's written agreement to allow the city to enter upon and inspect the property at all reasonable times (1) to ensure the requirements of this chapter have been met before the license is issued, and (2) to verify compliance thereafter.
5. The applicant must provide evidence of any federal or state licensing or permit required for the home occupation as part of the home occupation business license application.
6. The zoning administrator shall approve the home occupation business if they find that:
 1. The requirements of this chapter have been satisfied;
 2. The home occupation will be in keeping with the character of the neighborhood and will not adversely affect the desirability or stability of the neighborhood.
 3. The home occupation does not diminish the use and enjoyment of adjacent properties or create an adverse parking impact on adjacent streets or properties;
 4. The home occupation will not negatively impact the future use of the property as a residence;
 5. The home occupation will not adversely affect the public health, safety or welfare; and
 6. The home occupation conforms with all fire, building, plumbing, electrical and health codes and all applicable federal, state, and local laws.