



**HOME OCCUPATION PERMIT APPLICATION**  
**Liberty Lake Community Development Department**  
22710 E Country Vista Drive, Liberty Lake, WA 99019  
Phone: (509) 755-6704  
Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)  
Email: [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov)

The purpose of Home Occupation Permit (as provided for in Section 10-41-2 of City Development Code) is to facilitate small commercial ventures operated within a residence, which are appropriate in scale and impact to be operated within a residence, and which might not necessarily be sustainable if it were necessary for the business owner to lease commercial quarters. Home occupations are encouraged for their contribution in reducing the number of vehicle trips often generated by conventional businesses, provided they meet standards intended to ensure that they are compatible with the residential character of the neighborhood. Upon review and approval, a home occupation permit will remain in effect for as long as the business remains at the same location, and the type of business and other factors do not change.

**Home Occupation Standards**

Home occupations are permitted in residential units (dwellings) that are the primary residence of the operator of the home occupation, subject to the following standards:

**Appearance and Use of Residence:**

- The home occupation shall be restricted to lawfully built enclosed structures and be conducted in such a manner as not to give an outward appearance of a business;
- The home occupation shall not result in any structural alterations or additions to a structure that will change its primary use or building code occupancy classification;
- The home occupation shall not violate any conditions of development approval (i.e., prior development permit approval);
- No products and or equipment produced or used by the home occupation may be displayed to be visible from outside any structure;
- The home occupation, including storage space, shall not occupy more than forty-nine (49) percent of the residential unit, however a home occupation may be located in an approved detached accessory building under the standards of this section; and
- All material or mechanical equipment shall be used in a manner as to be in compliance with WAC 173-60 regarding noise.

**Storage:**

- Outside storage, visible from the public right-of-way or adjacent properties, is prohibited;
- On-site storage of hazardous materials (including toxic, explosive, noxious, combustible, or flammable) beyond those normally incidental to residential use is prohibited; and
- Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be allowed in any structure.

**Employees:**

- Other than family members residing within the dwelling located on the home occupation site, there shall be no more than one employee at the home occupation site at any given time. As used in this section, the term "home occupation site" means the lot on which the home occupation is conducted;
- Additional individuals may be employed by or associated with the home occupation, so long as they do not report to work or pick up/deliver at the home; and
- The home occupation site shall not be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch to other locations.

### **Advertising and Signs:**

- Only one (1) unlighted wall or window sign shall be allowed and in no case shall the sign exceed 3 square feet.

### **Vehicles, Parking and Traffic:**

- One commercially licensed vehicle associated with the home occupation is allowed at the home occupation site. It shall be of a size that would not overhang into the public right-of-way when parked in the driveway or other location on the home occupation site;
- There shall be no more than three commercial vehicle deliveries to or from the home occupation site daily. There shall be no commercial vehicle deliveries during the hours of 10 p.m. to 7 a.m.; and
- There shall be no more than one client's or customer's vehicle at any one time and no more than eight per day at the home occupation site.

### **Business Hours:**

- There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 7 a.m. to 10 p.m. only, subject to the home occupation standards.

### **Prohibited Home Occupation Uses:**

- Any activity that produces radio or TV interference, noise, glare, vibration, smoke, or odor beyond allowable levels as determined by local, state, or federal standards, or that can be detected beyond the property line is prohibited.
- Any activity involving on-site retail sales is prohibited, except that the sale of items that are incidental to a permitted home occupation is allowed. For example, the sale of lesson books or sheet music from music teachers, art or craft supplies from arts or crafts instructors, computer software from computer consultants, and similar incidental items for sale by home business are allowed, subject to the home occupation standards.
- Any uses described in this section or uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke, or vibration, such as the following examples:
  1. Ambulance service;
  2. Animal hospital, veterinary services, kennels, or animal boarding;
  3. Auto and other vehicle repair, including auto painting; or
  4. Repair, reconditioning, or storage of motorized vehicles, boats, recreational vehicles, airplanes, or large equipment on-site.
- Any business related to adult retail use establishments, adult bookstores, and adult entertainment establishments are prohibited.

### **Exemptions:**

- The following activities are exempt from the home occupation permit requirements, but shall otherwise comply with the substantive requirements for home occupations; provided, however, a home occupation permit may be required if a complaint is received about the activity or if activities related to the occupation otherwise qualify for a home occupation:
  1. Authors, composers, and writers.
  2. After hours paperwork and similar activities performed by residents on evenings and weekends, who have a primary office elsewhere.
  3. Tutoring, teaching, music lessons, or fine arts instruction for one student or pupil or conducted not more than one time per week,
  4. Services or activities that are not performed at the residence, such as newspaper delivery, babysitting, lawn care and gardening, parties for the sale of items such as Tupperware, Mary Kay, etc., and similar services.
  5. Activities similar to 1 - 4 above, as determined by the Zoning Administrator.

**Home Occupation Permit Approvals**

Applicants shall complete and submit the attached application. The application shall be reviewed and processed by the City of Liberty Lake Community Development Department for compliance with the home occupation standards and the permit shall be either approved or denied based on the above requirements (City Development Code 10-41-2). If the permit is approved, the City shall notify the applicant and the applicant shall pay the fees for Home Occupation Permit, as established in the adopted Fee Schedule, and receive a copy of the approved permit.

**Enforcement**

The Zoning Administrator may visit and inspect the site of home occupations in accordance with City Development Code Section 10-41-2 to ensure compliance with all applicable regulations. If a complaint or investigation request is received or if the City believes a violation of the home occupation permit is occurring, such inspections will be conducted during normal business hours and with reasonable notice. Code violations shall be processed in accordance with Development Code Article 10-1D - Enforcement.

If your business re-locates to another residence within the City of Liberty Lake, please notify us so we can update our records. Please call (509) 755-6704 if you have any questions.

**Please email your completed application to the Permit Center email address above. After your application has been received and reviewed by the Zoning Administrator, payment can be made via credit/debit card or check payable to the City of Liberty Lake.**

<b>Applicant's Name:</b>	
<b>Business Name:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Business Address:</b>	<b>City, State Zip:</b>
<b>Parcel Number:</b>	<b>Zone:</b>
<b>Mailing Address:</b>	<b>City, State, Zip:</b>
Describe business activity: (specify product or services provided)	
Proposed hours of business operation:	
Total square footage of home: (include garage if it is used as part of the business)	_____ Sq Ft.
Square footage used for business:	_____ Sq Ft.
Will there be any modifications made to the home for this business?	Yes      No
If yes, please explain:	
Will there be any clients or customers visiting the residence?	Yes      No
Are you planning any business signage at the residence?	Yes      No
Will employees be at the residence (other than the business owner)?	Yes      No
If yes, please explain:	

Will the proposed business and its operation meet the home occupation standards concerning appearance and use of a residence; storage; employees; advertising and signs; vehicles, parking, and traffic; and business hours?	Yes	No
Additional comments:		

The undersigned hereby certifies (with electronic or physical signature) that the information provided on this application is true and correct, to the best of their knowledge under perjury under the laws of the State of Washington and upon permit approval, further certifies that the business shall comply with the requirements as defined in City Development Code Section 10-4I-2, for a home occupation and the business is not a prohibited home occupation use. By signing below, I give my permission for the use of my electronic signature on the permit, and I acknowledge, understand, and agree to the terms described on this application.

Signing this application is acknowledgement of agreement to pay fees based upon the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account for this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

<b>Required Signatures</b>
By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project and carry out the work specified on the permit. Additionally, I certify that my signature included on the application, if done electronically, provides the same understanding and authority as if I had signed the application permit in person or in writing. I give permission for use of my electronic signature on the permit, and I acknowledge, understand, and agree to the requirements and terms described on this application.

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<b>Applicant's Signature</b>	<b>Printed Name</b>	<b>Date</b>
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**Please Note:** A business license is also required for the City of Liberty Lake, please contact 509-755-6700 for information on obtaining a business license or visit the Washington State Department of Licensing website at [www.dol.wa.gov](http://www.dol.wa.gov) to submit your business license application request. **If your home is located in a PUD or you have a homeowner's association, please check your neighborhood covenants for any restrictions, etc.**