



**Project Number:** \_\_\_\_\_

**Parent Number:** \_\_\_\_\_

**Related Permit(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 1: HOW TO USE THIS CHECKLIST**

This home occupation application serves as a questionnaire to guide applicants through the applicable code requirements and allow the City of Kenmore ("City") to verify compliance with the development standards in Kenmore Municipal Code (KMC) 18.73.110. Please complete the form in its entirety; the City may request additional information if needed. A home occupation is not intended for home-based businesses conducted primarily online that generate revenue (such as YouTube or social media channels, online marketplaces like eBay, etc.), where there are no on-site customers and only one employee.

Once the application is received, the City of Kenmore will review the information to confirm that all home occupation standards are met. Approval of a home occupation is not the same as a business license. A business license must be obtained through the State of Washington, and a Kenmore endorsement is required as part of that license. The City will verify the endorsement prior to issuing home occupation approval.

**SECTION 2: IMPORTANT INFORMATION**

- This application must be applied for online via [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) ("MBP") by selecting 1. Land Use, 2. Any Project Type, 3. Use Approval, 4. Home Occupation.
- Forms are available online at [www.kenmorewa.gov/developmentservices](http://www.kenmorewa.gov/developmentservices).
- For questions about the submittal process, please contact Development Services at 425-398-8900 or via email at [permittech@kenmorewa.gov](mailto:permittech@kenmorewa.gov).

**SECTION 3: APPLICANT INFORMATION**

**Applicant Name:** \_\_\_\_\_

**Relationship to Business:**     Owner     Authorized Agent     Other (explain): \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**SECTION 4: HOME OCCUPATION DETAILS**

**Home Occupation (Business) Name:** \_\_\_\_\_

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

**Describe the Business, in detail:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Size of the dwelling unit, in square feet:** \_\_\_\_\_ square feet

**Area devoted to the business:** \_\_\_\_\_ square feet; \_\_\_\_\_ % of dwelling unit devoted to business

*The area used for the home occupation may not exceed 20% of the total floor area of the dwelling unit. For the purpose of calculating the allowable home occupation area, attached garages and storage buildings are not considered part of the dwelling unit; however, these areas may be used for storage of goods related to the home occupation.*

