



INFORMATION FOR OBTAINING A Home Occupation Permit ECDC 20.20

PERMITTING & DEVELOPMENT
PLANNING
DIVISION
121 5th Avenue N
P: 425.771.0220
www.edmondswa.gov

A home occupation is an economic enterprise operated within a residence, or building(s) accessory to the residence, incidental and secondary to the residential use, including the use of the residence as a business address in the phone directory or as a post office mailing address. The purpose in regulating home occupations is to maintain a residential atmosphere, guaranteeing neighboring residents freedom from excessive noise, traffic, nuisance, fire hazards, and other potential negative impacts.

The City has adopted several criteria to determine appropriate home occupations. If your home occupation proposal meets the criteria below, the Planning Division can administratively review your proposal with your business license application, which is available from the City Clerk's Office. Please be advised that no visits are allowed by customers, clients, or other persons purchasing goods or services from the home occupation unless a Conditional Use Permit is first obtained.

If your proposal does not meet the criteria for administrative approval, then you may be able to obtain approval for your home occupation through the Conditional Use Permit process.

Please note that your proposal may also require permits or licenses from other agencies such as Snohomish County or the State of Washington.

ADMINISTRATIVE REVIEW PROCESS

A home occupation is a permitted use in residential zones if all of the following criteria are met:

- The home occupation is carried on exclusively by a family member residing in the dwelling unit; and
- Is conducted entirely within the structures on the site, without any significant outdoor activity; and
- Uses no heavy equipment, power tools or power sources not common to a residence; and
- Has no pickup or delivery by business related commercial vehicles which exceed 20,000 pounds gross vehicle weight (except the U.S. Mail and standard UPS/FedEx sized delivery trucks); and

- Creates no noise, dust, glare, vibration, odor, smoke, or other impact adverse to a residential area beyond that normally associated with residential use; and
- Does not include any employees outside of the family members residing at the residence, including but not limited to persons working at or visiting the subject property¹; and
- Complies with all performance criteria established pursuant to ECDC section 17.60.010; and
- Does not park or store more than one commercial vehicle or any commercial vehicle over 10,000 pounds gross vehicle weight per dwelling unit pursuant to ECDC 17.50.100.

CONDITIONAL USE PERMIT REVIEW PROCESS

For a home occupation that does not meet one or more of the criteria for administrative review (as listed above), you may apply for a "Type II" Conditional Use Permit if the home occupation meets the criteria of ECDC 20.05 and if it will not harm the character of the surrounding neighborhood as evidenced by meeting all of the following additional criteria:

- The temporary and permanent keeping of animals associated with the home occupation must comply with all provisions of Chapter 5.05 (Animal Control) of the City Code and ECDC Title 16; and

¹ Customers are not allowed to visit the property without first obtaining a conditional use permit.

- The home occupation will not include storage, display of goods, building materials and/or the operation of building machinery, commercial vehicles or other tools, unless it meets all of the following criteria:
 - Is wholly enclosed within a structure or building;
 - Does not emit noise, odor or heat; and
 - Does not create glare or emit light from the site in violation of the City's performance criteria; and
- Does not create a condition which injures or endangers the comfort, or pose health or safety threats, of persons on abutting properties or streets; and
- Does not include visits to the site from more than one non-resident employee per day; and
- Does not include visits from customers more than once per hour; and
- Does not include visits from customers between the hours of 9:00 PM and 8:00 AM; and
- If visits to the site are to be made by either an off-site employee or customer, on-site parking shall be provided for at least three (3) vehicles; and
- No parking or storage is provided for more than one commercial vehicle or any commercial vehicle over 10,000 pounds licensed gross vehicle weight per dwelling unit pursuant to ECDC 17.50.100.

Please refer to the Conditional Use Permit Handout (#P19) for additional information on the Conditional Use Permit application process and applicable fees. Please contact the Planning Division if you have any questions of the Conditional Use Permit requirements.

ARTIST STUDIOS AND URBAN FARMING

Urban farming is defined as the display or sale of edible farm products or fresh produce grown on-site.

An artist studio is defined as the display or sale of hand-made products (artwork) that are produced on-site. Items or artwork created off site are not included in this definition.

Home occupations for urban farming and artist studios also require Conditional Use Permit approval, subject to specific regulations provided in ECDC 20.20. Please contact the Planning Division to discuss the specific requirements related to these types of home occupations.

BUSINESS LICENSE REQUIREMENTS

Please note that a business license is required regardless of whether your home occupation can be approved administratively or through the Conditional Use Permit process. Contact the City Clerk's Office for business license application procedures.

Note: This information should not be used as a substitute for City codes and regulations. The Edmonds Community Development Code (ECDC) may be viewed at www.edmondswa.gov. The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, please contact the Planning Division at 121 Fifth Avenue North, (425) 771-0220. Please note that other local, state, and/or federal permits or approvals may be required.