



City of Buckley
P.O. Box 1960 ♦ Buckley, WA 98321 ♦ (360) 829-1921 ext. 7801

City of Buckley Home Occupation Checklist

Zone: _____

Home occupation address: _____

Owner name: _____

Proposed business name: _____

UBI number, if known: _____

E-mail address: _____

Telephone Number: _____

Secondary contact name and telephone number: _____

Business and/or Activity Description: _____

Return this checklist to the city planner as soon as possible. A decision on your Type A home occupation must be made within 90 days; **if we don't have the information needed** to approve your Type A home occupation, the associated business license will be denied. If your home occupation is a Type B, a conditional use permit application must be submitted within this timeframe, or the license will be denied.

	<u>Yes</u>	<u>No</u>
A. Will the business be conducted within a building or structure other than the primary residence or an accessory building that is clearly subordinate to the residence;	_____	_____
B. Will more than one person who is not a resident of the dwelling be employed in the home occupation;	_____	_____
C. Is the primary function of the home occupation based on the maintenance, repair or assembly of any vehicles or motors associated with any vehicle, yard equipment, or construction/ demolition equipment;	_____	_____
D. Will the property be altered or the parking area need to be expanded beyond that required for the residence or is parking planned in the setbacks or buffers area;	_____	_____
E. Will the use generate additional vehicular traffic for the business beyond that referenced in the ITE Trip Generation Manual as being the average number of trips generated for single-family residences or 9.6 vehicle trips per day;	_____	_____

	Yes	No
F. Will outdoor storage or other exterior indication of the business be visible beyond the subject property;	_____	_____
G. Will commercial vehicles above 11,000 GVW be used in the operation of the business;	_____	_____
H. Will noise above fifty dBA and/or, vibration, emissions, dust, odor, heat or glare that would exceed what is normally associated with a dwelling shall be produced by the business beyond the subject property;	_____	_____
I. Does the applicant propose structural or decorative alteration related to the home occupation;	_____	_____
J. Will the home occupation produce waste products of a quality or quantity in excess of that normally associated with residential use;	_____	_____
K. Will any deliveries to the home occupation exceed those “normal deliveries” as defined in BMC 19.323.020 listed below?	_____	_____
L. Will any delivery service either restrict traffic circulation or overload public or private roads;	_____	_____
M. Does the home occupation propose to conduct on-site retail sales?	_____	_____
N. If the proposed home occupation is a daycare will the business care for more than six children?	_____	_____
O. If the proposed home occupation is a bed & breakfast will the establishment serve more than two rooms?	_____	_____

* If the applicant answers yes to one or more of the above questions, the proposed use does not meet the eligibility of the Type A “low impact” home occupation and must obtain a conditional use permit from the City of Buckley Board of Adjustment prior to being issued a business license for the proposed use. For those proposed uses that answer no to all of the above and satisfy the criteria for a Type A “low impact” home occupation, the following shall apply;

- Except for one six-square-foot identification or advertising sign, no display shall be visible from the exterior of the residence. The sign shall comply with all applicable sign standards pursuant to BMC 19.30 and be subject to permit review and approval; and
- A business license from the city shall be obtained as required in BMC Title 6 and the home occupation shall be subject to the business and occupation tax provisions of BMC 3.11;

BMC 19.32.020 - “Normal deliveries” means the home occupation shall not involve the use, parking, or storage of any vehicle exceeding a gross vehicle weight of eleven thousand pounds except deliveries by parcel post, United Parcel Service, or similar in-town delivery service trucks. These deliveries or pick-ups of supplies or products, associated with business activities are allowed at the home only between seven a.m. and six p.m. and are limited to no more than two trips per day.

The information above is correct and true.

Applicant Signature _____ Date _____