



Home Occupation (Home Business)

Description

Home businesses (called home occupations) are commercial activities that occur within a residential dwelling or detached residential accessory structure (such as a garage or shop building). To be permitted as a home occupation, the home business is incidental to use of the dwelling for residential purposes, with no more than 25 percent of the floor area of the residential structure(s) being used in the business. The residential character of the dwelling must be maintained. The home occupation must be conducted by the occupant of the dwelling, with no more than 2 nonresident employees.

Home occupation permits are only required in areas where adopted zoning regulations otherwise restrict the use of the property to residential occupancies. In other areas of the County, home occupation permits may also be voluntarily requested where the property owner needs documentation for an outside third party (such as an insurance company or financial institution) of a permitted use.

Review Process

The review of Home Occupations is an administrative process. Upon receipt of a complete application, the Department of Building and Planning reviews the proposal for consistency with Cowlitz County Code Section 18.10.552.

Uses proposed that exceed the standards described in the Home Occupation Ordinance may be permitted as a Special Use. Please see the Special Use Packet and Cowlitz County Code Sections 18.10.280 - 18.10.315 for more information on this process. A building permit may also be required for the change in use of the residential structures.

Please speak with Building division staff about these permitting requirements.

Fees

The following fees are required to be paid when the application is submitted:

Home Occupation: \$180



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Submittal Checklist

The following items are required at time of submittal; please use this checklist as a guide. Please note that we cannot accept incomplete applications.

___ 1. **Project Information Form**

- Form completed and signed by the owner or applicant

___ 2. **Narrative describing all elements of the proposal**

- Address code requirements, including those found in CCC 18.10.552

___ 3. **Site Plan Showing *Proposed* Conditions**

- Elements of the proposed home occupation - including area of building(s) to be utilized in business
- Means of vehicular access
- Parking area

___ 4. **Additional Information, if applicable**

- As identified by the Department of Building and Planning, may include critical areas assessments, stormwater plans, etc.