



HOME BUSINESS APPLICATION
SVMC 19.65.180 A.

10210 E Sprague Avenue ♦ Spokane Valley WA 99206
Phone: (509) 720-5240 ♦ Fax: (509) 720-5075 ♦ planning@spokanevalley.org

STAFF USE ONLY

Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_ Fee: \_\_\_\_\_
Parcel #: \_\_\_\_\_ File #: HPR- \_\_\_\_\_

PART I – APPLICATION INFORMATION

Applicant Name: \_\_\_\_\_ UBI#: \_\_\_\_\_
Business Name: \_\_\_\_\_
Business Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_
Mailing Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

PART II – DETAILS OF HOME BUSINESS

- 1. Do you plan on altering the exterior of residence for business? □ YES □ NO
2. Do you have goods or commodities delivered to residence? □ YES □ NO
3. Do you have any customers visiting the premise? □ YES □ NO
4. Is there a sign advertising the business? □ YES □ NO
If yes, what is the square footage of sign? \_\_\_\_\_ Location of sign? \_\_\_\_\_
5. Do you have any employees? □ YES □ NO If yes, how many? \_\_\_\_\_
If yes, does the employee(s) live in the residence? □ YES □ NO
6. Are you storing anything associated with the business? □ YES □ NO
If yes, what and where \_\_\_\_\_
7. Will you be displaying anything in the residence? □ YES □ NO
8. What are the hours of operation? \_\_\_\_\_
9. How many parking spaces are available/used on the premise for Customers? \_\_\_\_\_
Employees? \_\_\_\_\_ and Residents? \_\_\_\_\_
10. Describe in detail the operations associated with your business located in the residence: \_\_\_\_\_

(SEE OTHER SIDE FOR SIGNATURE)



**PART III – AUTHORIZATION**

I, (PRINT NAME) \_\_\_\_\_, the undersigned applicant for a Washington State Master Business License and Spokane Valley registration, hereby swear that the following information regarding the business listed above and based at my home address of \_\_\_\_\_ is true and correct. I acknowledge that any change in the foregoing conditions, resulting from a change or expansion in business conditions, could require the issuance of a new Home Business Permit. I further agree to report any change in these conditions to the Spokane Valley Community Development Department, Planning Division, within 30 days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DISCLAIMER: By accepting this permit and proceeding with the work, the applicant/permittee and owner acknowledges and agrees that: 1) If this permit is for construction of or on a dwelling, the dwelling is/will be served by potable water. 2) Ownership of this City of Spokane Valley permit inures to the property owner. 3) The applicant/permittee is the property owner or has full permission and authority to represent the property owner in this project and carry out the work specified in the permit. 4) All construction is to be done in full compliance with the City of Spokane Valley Municipal Code. The applicable codes are available for review at the City of Spokane Valley Permit Center. 5) The applicant/permittee further declares that they are either: (A) a contractor currently registered and properly licensed in accordance with Chapter 18.27 RCW; (B) the registered or legal owner or authorized agent of the property for which I am applying for permit and not a licensed contractor; or (C) otherwise exempt from the requirements set forth in RCW 18.27.090 and will abide by all provisions and conditions of the exemption as stated. 6) The City of Spokane Valley permit is a permit to carry out the work as specified therein and is not a permit or approval for any violation of federal, state or local laws, codes or ordinances. 7) Compliance with all federal, state, and local laws shall be the sole responsibility of the applicant/permittee and property owner. 8) Plans or additional information may be required to be submitted and subsequently approved before this application can be processed. The City is not responsible for any code violation through the issuance of this permit. 9) Failure to request and obtain the necessary inspections and inspection approvals may necessitate stoppage of work and/or removal of certain parts of the construction at the applicant's/permittee's or property owner's expense.

**PART IV – AUTHORIZATION**

STAFF REVIEWED THE PROPOSED HOME BUSINESS PURSUANT TO THE FOLLOWING CRITERIA IN CHAPTER 19.65.180 A. OF THE CITY OF SPOKANE VALLEY MUNICIPAL CODE (SVMC)

MET ALL REQUIREMENTS OF FEE EXEMPTION PURSUANT SECTION 19.65.180 A. 1 a.-e.:  YES  NO

HOME BUSINESS PERMIT REQUIRED SUBJECT TO THE FOLLOWING CONDITIONS PURSUANT TO THE CITY OF SPOKANE VALLEY DIVISION OF PLANNING:

- 1) The owner/applicant shall comply with all requirements and regulations of the Zoning Code and the established criteria of the operation of a home business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED SUBJECT TO THE CONDITIONS NOTED ABOVE:**

\_\_\_\_\_  
Planning Division Staff Signature  
Revised 2/16/18

\_\_\_\_\_  
Date