



City of Tacoma  
Finance Department  
Tax & License Division  
733 Market Street, Room 21  
Tacoma, Washington 98402  
(253) 591-5248

Contract Account: \_\_\_\_\_

Fee: \$75.00

## Conditional Home Occupation Agreement

Applicant Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Street Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Description of Home Occupation \_\_\_\_\_

**As the occupant of the subject property, I agree to conduct a home occupation in accordance with all City codes and ordinances. I understand I am also subject to the conditions set forth below in addition to regulatory inspections.**

1. The use of my home as a residence will remain the primary use. The only people working in my home will be me or members of my family who also reside in the home.
2. Any activity associated with my home occupation business will be conducted completely within an enclosed building.
3. Materials, goods, supplies or equipment (including but not limited to vehicles, trailers, etc) used for my business will only be stored, displayed, or parked inside my house or accessory buildings.
4. The outside appearance of my residence will not change or have any visible evidence that my residence is being used for a business (with the exception of the sign allowed in #5, below).
5. I understand I am limited to one non-illuminated sign not larger than one and one-half square feet (1-1/2 square feet) in an area placed flat against the building or in a window.
6. My business will not generate nuisances such as traffic, on-street parking, noise, vibration, glare, odors, fumes, electrical interference, or hazards to any greater extent than what usually is experienced in a residential neighborhood
7. Limited, on-premise sales of products or stock-in-trade may be permitted in conjunction with a home occupation; provided that the applicant can clearly demonstrate that such on-premises sales will not be inconsistent with the home occupation criteria.
8. If I change, expand, or move my business, I will notify the Tax & License Division and the Building and Land Use Service Division.
9. Business shall be conducted by appointment only, with one customer or client vehicle at the site at one time, with no overlapping appointments. Client's vehicles will not be parked in the street.
10. No loud electrical tools, compressors, or open flame welding, etc. will be used in the home occupation.
11. All chemicals and materials used in the business will be stored and disposed according to the applicable health and safety regulations.
12. I will provide a centrally located, minimum 5 lb., dry chemical fire extinguisher in the area allocated for my home occupation use.
13. I agree to comply with all applicable health and safety regulations of the City of Tacoma.
14. I will not allow my employees, sub-contractors, independent contractors, etc. to report to the residence for work, to pick up supplies, etc.
15. \_\_\_\_\_
16. \_\_\_\_\_

I agree to the limits of the home occupation permit as specified above and understand the City may revoke/deny my license(s) should I fail to comply with the terms and conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Building & Land Use Services Department Approval