



CITY OF COVINGTON
Community Development Department
16720 SE 271st Street • Suite 100 • Covington, WA 98042
Phone: (253) 480-2400 • Fax: (253) 480-2401
www.covingtonwa.gov

HOME OCCUPATION BUSINESS LICENSE SUPPLEMENTAL APPLICATION

All business owners who operate their business as home occupations in the City of Covington shall comply with the regulations set forth in Section 18.80.100 of the Covington Municipal Code, as outlined on Page 2 of this application. Please provide the following information.

BUSINESS INFORMATION

Business Name: _____

Business Owner Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____ UBI Number: _____

1. What is the total square footage of the residence? _____

2. What is the square footage devoted to the home occupation? _____

3. How many non-resident employees work in the residence? _____

4. How many non-resident employees work off-site? _____

5. Will any meetings or assembly of employees or contractors occur at the residence? Yes No
If yes, please indicate frequency and duration of meetings:

Will you have a non-resident employee and/or will you provide on-site services? Yes No
If yes, please explain how parking will be provided per Requirement 6 on page 2 of this application.

7. Will you be using or storing a vehicle for pickup of materials used by the home occupation or distribution of products from the site? Yes No
If yes, please explain how you will meet the provisions of Requirement 9 on page 2 of this application.

I have read and agree to follow the home occupation regulations set forth on page 2 of this application.

Signature of Business Owner

Date



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Summary of CMC 18.80.100 - Home Occupation

Residents of a dwelling unit may conduct one or more home occupations as accessory activities, provided:

(1) The total area devoted to all home occupation(s) shall not exceed 20 percent of the floor area of the dwelling unit. Areas with attached garages and storage buildings shall not be considered part of the dwelling unit for purposes of calculating allowable home occupation area but may be used for storage of goods associated with the home occupation;

(2) In urban residential zones, all the activities of the home occupation(s) shall be conducted indoors, except for those related to growing or storing of plants used by the home occupation(s);

(3) One full-time or full-equivalent nonresident may be employed and work in the dwelling unit where the home occupation is located. A home occupation may have additional nonresident employees if the employees work off-site and do not visit the premises except as otherwise allowed in this section;

(4) The home occupation shall not be used as a headquarters or meeting location for the assembly of employees or subcontractors, including staging or dispatch of employees or subcontractors to other locations, except that meetings with off-site employees of the home occupation may occur up to four times in a calendar year;

(5) The following activities, as a home occupation, shall be prohibited in urban residential zones only:

- (a) Repair of automobiles, trucks, watercraft, recreation vehicles, other motor vehicles, heavy equipment, and devices with internal combustion engines;
- (b) Body work or painting of automobiles, trucks, watercraft, recreation vehicles, other motor vehicles, heavy equipment, and devices with internal combustion engines;
- (c) Parking and storage of automobiles, trucks, watercraft, recreation vehicles, heavy equipment, and devices with internal combustion engines; and
- (d) Storage of building materials for use on other properties;

(6) In addition to required parking for the dwelling unit, on-site parking shall be provided as follows:

- (a) One stall for a nonresident employed by the home occupation(s); and
- (b) One stall for patrons when services are rendered on-site;

(7) Sales shall be limited to:

- (a) Mail order sales; and
- (b) Telephone sales with off-site delivery;

(8) Services to patrons shall be arranged by appointment or provided off-site;

(9) The home occupation(s) may use or store a vehicle for pickup of materials used by the home occupation(s) or the distribution of products from the site, provided:

- (a) No more than one such vehicle shall be allowed;
- (b) Such vehicle shall not park within any required setback areas of the lot or on adjacent streets; and
- (c) Such vehicle shall not exceed a weight capacity of one ton;

(10) The home occupation(s) shall not use electrical or mechanical equipment that results in:

- (a) A change to the occupancy type of the structure(s) used for the home occupation(s);
- (b) Visual or audible interference in radio or television receivers, or electronic equipment located off-premises; or
- (c) Fluctuations in line voltage off-premises.

(11) Home occupations shall be permitted to continue as a legal nonconforming use so long as the use continues to comply with the criteria that were in effect at the time of original approval and so long as the business complies with local and state regulations, including renewal of a required business license as set forth in Chapter [5.10](#) CMC.

(12) A home occupation shall not be transferable to any other person, nor shall a home occupation be valid at any address other than the one appearing on the issued permit.

(13) Uses not allowed as home occupations may be allowed as a home industry pursuant to CMC [18.80.110](#). (Ord. 15-09 § 1 (Exh. 1); Ord. 42-02 § 2 (21A.30.080))