City of Kent

Home Occupation Business License Information & Instructions

City of Kent Customer Services • 220 Fourth Avenue S. • Kent, WA 98032-5895 • (253) 856-5210 Fax (253) 856-6200

INFORMATION

1. **City of Kent Ordinance #3035 states,** *"It is unlawful for any person to conduct, operate, engage in or practice any business in the City of Kent without having first obtained a general business license for the current calendar year or unexpired portion of the calendar year, and paying the applicable fee."* This ordinance applies to home based businesses, also known as "Home Occupations", as well as commercial businesses located in Kent. Planning Services will review your application for compliance, and if found satisfactory, a formal license will be mailed. Below is an excerpt from the City of Kent's City Code. Questions concerning this information should be directed to **Planning Services**, and may be called at **(253) 856-5454.** Home Occupation business licenses are required to have a UBI# before applying for the City of Kent's business license in order for our office to process the business license application. The **Department of Revenue's** local office is located at 20819 72nd Ave. S., #680 (Centerpoint Corp. Park) and may be called at **(425) 656-5100.** Effective 2012 a technology fee is being applied to support systems that provide convenience and efficient service delivery.

2. **City of Kent Ordinance #3575** prohibits auto repair, auto body repair, building or servicing of automotive vehicles as a home occupation/home business.

Sec. 15.08.040. Home Occupations

A. Purpose.
It is the purpose of this section to outline general conditions in which home occupations may be permitted in all zoning districts. These conditions have been designed to help preserve the residential character of the city's neighborhoods from commercial encroachment while recognizing that certain selected business activities are compatible with residential uses.

B. Home Occupations Permitted.
Home occupations which meet the requirements of this section are permitted in every zone where a dwelling unit was lawfully established. The requirements of this section shall not apply to the following home occupations:
1. Home child care.
2. The sale of agricultural products produced on the premises.

C. Development standards.
All dwelling units in which a home occupation is located must meet the following minimum development standards:
1. The residential character of the exterior of the building shall be maintained.
2. The outdoor storage or display of materials, goods, products or equipment is prohibited.
3. A home occupation shall not occupy more than three hundred (300) square feet.
4. The sign regulations of chapter 15.06 shall apply. See #7 of section D.

D. Performance standards.
All home occupations must meet the following minimum performance standards:
1. ***Employees.*** A home occupation may not employ on the premises more than one (1) person who is not a resident of the dwelling unit.
2. ***Traffic.*** The traffic generated by a home occupation shall be limited to four (4) two-way client-related trips per day and shall not create a need for additional onsite or offsite parking spaces.
3. ***Sale of goods and services.*** The sale of goods and services from a home occupation shall be to one (1) customer at a time, by appointment only, between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday only.
4. ***Electrical or mechanical equipment usage.*** The use of electrical or mechanical equipment that would change the fire rating of the structure or create visual or audible interference in radio or television receivers or electronic equipment or cause fluctuations in line voltage outside the dwelling is prohibited.
5. ***Utility demand.*** Utility demand for sewer, water, electricity, garbage or natural gas shall not exceed normal residential levels.
6. ***Other criteria.*** There shall be no noise, vibration, smoke, dust, odors, heat, glare or other conditions produced as a result of the home occupation which would exceed that normally produced by a single residence, or which would create a disturbing or objectionable condition in the neighborhood.
7. ***Signs.*** One (1) identification sign shall be permitted for each occupancy, and shall not exceed an area of three (3) square feet or a height of six (6) feet above the surface of the street. See Sec. 15.06.050 for further requirements. Portable A-frame signs are prohibited.