



HOME OCCUPATION STANDARDS

Olympia Municipal Code (OMC) 18.04.060 requires that before a business license is issued for a business within a dwelling (known as a "home occupation"), the business operator or the operator's agent must certify that the business will comply with applicable zoning requirements.

Should you have questions regarding any of these requirements, please contact the Olympia Community Planning and Development Department in the Smith Building, 837 Seventh Avenue SE; phone (360) 753-8314; fax (360) 753-8087; e-mail cpdinfo@ci.olympia.wa.us. *Sources of each requirement are noted below in italics.* Note that there may also be private agreements, such as Covenants, Conditions & Restrictions (CC&R's) that are applicable to your lot and/or neighborhood.

These Requirements and Standards are:

- The commercial use must be within the dwelling unit and clearly incidental and accessory to the residential use of the property. (*Definition*)
- Veterinarian, medical, and dental offices and clinics; vehicle sales or repair; contractors' yards; restaurants; and exterminating services are **NOT allowed** as home occupations. *OMC 18.04.060 (L)(2)(h)*
- All home occupations must comply with the general standards below. In addition, specific standards for family child care, adult day care and elder care homes, bed and breakfast houses, and counseling are listed on page 3.

- General Standards

Home occupations must be conducted within the principal residence of the permit holder. Evidence thereof shall be provided through such means as voter registration, driver's license, tax statement, or other evidence of residency, and applicants must sign a notarized affidavit attesting to their principal residence at the site.

OMC18.04.060(L)(2)(a)

Home occupations are subject to inspections by City staff insofar as permitted by law. Permit holders must execute a notarized affidavit agreeing to allow appropriate City staff the ability to conduct an inspection of the residence, after reasonable notice is given to determine compliance with the home occupation permit. *OMC18.04.060(L)(2)(b)*

No person other than the family member who resides in the residence shall participate in the home occupation. The residence shall not be used as a place of congregation for work that occurs off the premises. (This limitation does not apply to properties west of and abutting the 300 and 400 blocks of West Bay Drive NW.)

OMC18.04.060(L)(2)(c)

Home occupations shall occupy no more than twenty-five (25) percent of the total floor area of the dwelling or five hundred (500) square feet per dwelling unit, whichever is less. (This limitation is 50 percent or 1,500 square feet for

properties west of and abutting the 300 and 400 blocks of West Bay Drive NW.) This limitation does not apply to family child care homes, adult day care homes, elder care homes, or bed and breakfast houses.

OMC18.04.060(L)(2)(d)

The residential character of the lot and dwelling shall be maintained. The occupation shall be conducted in such a manner as to give minimal outward appearance of a business that would infringe upon the right of the neighboring residents to enjoy peaceful occupancy of their homes. The occupation shall be conducted entirely within a dwelling and/or accessory building. A carport shall **not** be used for home occupations, except for parking. There shall be no structural alteration nor any exterior modification of the structure in order to accommodate the occupation.

OMC18.04.060(L)(2)(e & f)

The hours of operation, as related to customer or client visitations, shall be limited to no earlier than 7:00 a.m. and no later than 9:00 p.m. (This limitation does not apply to adult daycare, child daycare, and bed and breakfast businesses.) *OMC18.04.060(L)(2)(g)*

No stock in trade shall be sold or displayed on the premises. (This limitation does not apply to properties abutting the west side of the 300 and 400 blocks of West Bay Drive Northwest.) No equipment or material shall be stored on any exterior portion of the premises. *OMC18.04.060(L)(2)(h)*

Home occupations shall emit no noise, vibration, smoke, dust, odor, heat glare, fumes, electrical interference, pollutants, or waste products detrimental to the environment, public safety, or neighborhood beyond those normally emanating from residential uses. *OMC18.04.060(L)(2)(i)*

Home occupations shall comply with all applicable local, state, or federal regulations. Requirements or permission granted or implied by this shall not be construed as an exemption from such regulations. *OMC18.04.060(L)(2)(k)*
The applicant shall be prepared to demonstrate compliance with all city and state licensing requirements, including those pertaining to building, fire safety, and health codes. *OMC18.04.060(L)(2)(n)*

A home occupation license issued to one person residing in the dwelling shall not be transferable to any other person, nor shall a home occupation license be valid at any address other than the one appearing on the license. *OMC18.04.060(L)(2)(l)*

Parking of customer, employee, or client vehicles shall not create a hazard or unusual congestion. No more than two (2) off-street parking stalls shall be provided in addition to any required for the residence. A driveway may be used as off-street parking. Except for commercial-type postal carriers, traffic generated by the home occupation shall not exceed two (2) commercial vehicles per week. *OMC18.04.060(L)(2)(o)*

- Specific Home Occupation Standards

Family Child Care Homes are allowed in all districts permitting residences, subject to the following conditions:

- i. Structural or exterior alterations which would alter the single-family character of an existing single family dwelling or be incompatible with surrounding residences are prohibited.
- ii. Prior to initiation of child care services, each child care provider must file a Child Care Registration Form with the Department of Community Planning and Development. The child care provider must demonstrate compliance with the applicable requirements of the code as listed on the Registration Form. No fee will be required for registration. *OMC18.04.060(L)(3)(a)*

Adult Day Care Homes are permitted in the districts specified in Table 4.01 and Table 5.01, subject to the following conditions:

- i. No more than six (6) adults (at least eighteen (18) years of age) shall be cared for in an adult day care home.
- ii. Adult day care homes shall not operate for more than twelve (12) hours per day.
- iii. The primary care giver shall reside in the adult day care home.
- iv. Emergency medical care may be provided in adult day care homes, but not routine care necessitating the services of a licensed health care professional (e.g., dispensing of medicine or convalescent care). The caregiver must be certified in basic First Aid and cardiopulmonary resuscitation. First Aid supplies, including bandages and an antiseptic, shall be available on premises.
- v. A smoke detector must be provided in each room occupied by people in day care. A fire extinguisher (rated 2A10 BC or the equivalent) must be installed in a readily accessible location. It shall be the responsibility of the day care operator to maintain the smoke detectors and fire extinguisher in operating condition.
- vi. The structure and grounds accommodating an adult day care shall not be altered in such a way that they manifest characteristics of a business or pose a nuisance for the occupants of abutting properties.
OMC18.04.060(L)(3)(b)

Bed and Breakfast Houses are subject to the following conditions:

- i. The owner shall operate the facility and shall reside on the premises.
- ii. There shall be no more than five (5) guest (rental) rooms for persons other than the members of the operator's immediate family.
- iii. No bed and breakfast establishment shall be located closer than two hundred (200) feet to another bed and breakfast establishment, as measured in a straight line from property line to property line.
OMC18.04.060(L)(3)(c)

Counseling by single practitioners is permitted as a home occupation under the following conditions:

- i. Counseling for sex offenders and substance abuse is prohibited.
- ii. Group sessions are prohibited (i.e., more than two (2) people per session). This limitation shall not apply to home occupations in properties abutting the west side of the 300 and 400 blocks of West Bay Drive Northwest. *OMC18.04.060(L)(3)(d)*