



HOME OCCUPATION CHECKLIST
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OFFICE USE ONLY
PERMIT NUMBER

APPLICATION TYPE

- EXEMPT: Home occupations with no customer visits or onsite sales that occupy less than 25% of the residence are exempt from permitting.
- TYPE I REVIEW: Required for offices, studios, and specialized instruction schools.
- TYPE II REVIEW: Required for all other home occupations.

See RDC 18.205.030(R) for a full description of the different types of home occupations. Please contact the Community Development Department at (360) 887-3557 if you have questions about the appropriate level of review.

SUBMITTAL CHECKLIST

A. HOME OCCUPATION INFORMATION:

Name of business: _____

State of Washington business license #: _____

City of Ridgefield business license #: _____

Please describe your business: _____

Total square footage of residence, not including garage or accessory structures: _____

Square footage of residence used for business purposes: _____

(Please indicate on site plan which areas of the residence will be used for business activities. Note that all business activity, including storage, must be conducted indoors except for plant cultivation.)

Is the business owner a full-time resident of the residence? Yes No

Number of full-time equivalent employees (not including the business owner): _____

Do these employees reside at the residence? Yes No

Will any items be for sale to the general public at the residence (not including internet sales)? Yes No

If yes, detail items to be sold: _____

Approximately how many customers will visit the site daily? _____

Where will parking be provided for employees or customers? _____

Approximately how many delivery vehicles will visit the site daily? _____

If there any alterations to the residence planned to accommodate the business, please describe: _____

If the business will use any specialized electrical or mechanical equipment, please describe: _____

Please describe any other relevant aspects of your business: _____

B. APPLICATION REQUIREMENTS FOR ALL REVIEWS:

Please include a CD containing all required application materials as PDF or text files.

- 1. MASTER APPLICATION FORM: Provide one (1) copy of the completed Master Land Use Application form with original signature(s).
- 2. CHECKLIST: Provide one (1) copy of this completed submittal checklist.
- 3. BUSINESS LICENSE: Submit one (1) copy each of your Washington State and City of Ridgefield business license and any other required licenses. If you have not yet been approved, submit copies of your license applications or other proof of application.
- 4. SITE PLAN: Submit three (3) copies of a basic site plan that details the proposed home occupation in relation to the site.

Include all of the following information:

- Dimensions and north arrow
- Site boundary
- Locations and dimensions of buildings and structures, including fences

- Areas to be used for home occupation
- Location of off-street parking including driveway access
- Streets fronting the property

C. ADDITIONAL APPLICATION REQUIREMENTS FOR TYPE II REVIEWS:

1. MAILING LABELS FOR PUBLIC NOTIFICATION: Provide one (1) set of mailing labels on 8 1/2-inch by 11-inch sheets of self-adhesive mailing labels for property owners who own properties within 300 feet of subject site boundary. Include a current Clark County Assessor’s parcel map that shows the parcels subject to public notification. Provide certification from the preparer that the property owners and their mailing addresses are current, correct, and complete. Mailing labels can be obtained from the Clark County GIS Department; call (564) 729-4652 or order online at <https://gis.clark.wa.gov/gishome/mapstore/#/services>.

D. APPLICATION FEES:

Fees must be paid at the time of application. Please make checks payable to City of Ridgefield. There may be fees related to fire reviews and/or fire inspections. These fees would be applied to the permit with payment due at the time of permit issuance.

The fee for Home Occupations is \$150.

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of Ridgefield as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of Ridgefield, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application.

Applicant’s Signature

Date

Print Applicant’s Name