



**CITY OF NEWCASTLE  
Community Development  
Department**

**Home Occupation Type II  
Permit Application**

**APPLICATION OVERVIEW**

**HOME OCCUPATION TYPE II PERMIT APPLICATION**

The information sought in this application is necessary in order to evaluate the merits of your Home Occupation Type II Permit. Your application will be evaluated based on: the information you provide, pertinent provisions of the Newcastle Municipal Code, site inspection, testimony and comments submitted by interested public agencies.

Copies of the Municipal Code are available for inspection at the public counter at City Hall, at Newport Way Public Library and in the Governmental Research Library, 307 Municipal Building, Seattle, Washington. The Newcastle Municipal Code is also available on the City of Newcastle website at [www.newcastlewa.gov](http://www.newcastlewa.gov).

**FILING OF APPLICATION**

An application fee is required at the time of filing and is based on the latest adopted fee schedule. If payment is by check, the check shall be made payable to the City of Newcastle. In addition, a cash development deposit will be required after the initial project scoping.

You must submit all of the application documents listed on the following pages to complete your application. You will be formally notified once the City has determined your application to be complete.

**ADDITIONAL INFORMATION REQUIRED FOR APPLICATION**

1. One copy of the Applicant's statement or narrative which explains how the proposal conforms to the requirements of NMC 18.30 as they apply to Home Occupation Type II Permits.
2. A site plan drawn to scale showing all major features of the property including buildings, major vegetation, access for public streets, sidewalks, etc.
3. One floor plan of all structures on the property, which are to be used for the home occupation.
4. One assessor's map and two sets of mailing labels identifying the properties and owners within a 500-foot radius of the subject property.
5. Property owner's signature(s) or written authorization from the property owner.

**DEVELOPMENT DEPOSIT**

A developer deposit is a required element of a Home Occupation Type II Permit. The deposit shall be applied toward services performed and costs expended on Applicant's behalf.

**APPROVAL/DISAPPROVAL**

A home occupation type II application is a Type II project application (NMC 19.07). The final decision is made by the Director of Community Development, who may approve, approve with conditions, or deny the Home Occupation Type II Permit. The Director's decision is appealable to the Hearing Examiner.

# HOME OCCUPATION – TYPE II PERMIT APPLICATION

**APPLICATION INSTRUCTIONS**

1. Please fill in all fields. Applications must be complete and signed.
2. If this is a new business, permit is due upon opening.
3. Fee and Deposit must accompany application.
4. You must notify City Hall of any business changes, such as address, nature of business, etc.

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Mailing Address (if different):** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Owners/Officers of Business	Title

**Type of Business:** \_\_\_\_\_

**Briefly describe business activities:** \_\_\_\_\_

Number of employees not living on-site:	
Business Floor Area (sq. ft.)	
Dwelling Floor Area (sq. ft.)	
Number of Client Visits Per Week:	
Number of Deliveries Per Week:	
Any exterior signage?	q Yes   q No
Exterior storage of materials?	q Yes   q No
Will alterations of your home be required?	q Yes   q No

**State Tax No.** \_\_\_\_\_

**State Contractor's License No.** \_\_\_\_\_

**PLEASE READ ATTACHED HOME OCCUPATION REGULATIONS AND SIGN BELOW**

*I have read and I understand that failure to comply with the Home Occupation regulations is grounds for immediate revocation of the Home Occupation Type II Permit. I agree that my home business will be conducted in such a manner that none of these regulations will be violated.*

\_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Owner Printed Name

\_\_\_\_\_  
Date

**FOR OFFICE USE**

Amount Paid	Date Paid
Permit Number	Receipt Number

**Approvals**

**Building/Fire**

Signature	Date
Comment	

**Planning**

Signature	Date
Comment	