



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.ci.newcastle.wa.us.

FILING OF APPLICATION

A pre-application meeting must be scheduled with the Community Development staff prior to filing your 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Exterior storage of materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will alterations of your home be required?	<input type="checkbox"/> Yes <input type="checkbox"/> 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	



CITY OF NEWCASTLE
Community Development
Department

Agreement to
Pay Fees

Project Name: _____

Project File #: _____

AGREEMENT TO PAY FEES

1. It is the City of Newcastle's policy that applicants pay the direct cost attributable to processing their applications. These direct costs include all out-of-pocket expenses, staff and/or consultant time necessary to process and review the application. Included in the costs is a 10% administrative fee for handling and payment of consultant invoices on behalf of the applicant.

To facilitate payment, parties requesting City of Newcastle services must submit a deposit along with this Agreement to Pay Fees. The amount of the deposit will be determined by the Department of Community Development and is based on the estimated cost of processing the application through approval. Typically the City requests half of the estimated project cost up front with the balance paid during the review process. This is consistent with the Department's Operating Procedures.

The processing cost for projects can seldom be accurately estimated in advance. Therefore, please understand that the actual cost of processing your application may exceed the amount of deposit requested and/or estimated cost.

2. Applicant agrees to pay the applicable development fees adopted by resolution, as may be amended in the future and pay the following deposit with execution of this agreement, receipt of which is hereby acknowledged.

Required Deposit: \$ _____

The above deposit shall be applied toward services performed and costs expended on applicant's behalf. The deposit will be placed in a City of Newcastle non-interest bearing account. No interest will accrue on the deposit. The City of Newcastle will keep an accounting of amounts charged against the deposit and provide the applicant monthly statements showing the drawdown of the deposit funds.

The City of Newcastle will notify the applicant, prior to the deposit being exhausted, that additional funds are needed. The replenishment of the deposit is due immediately upon notification by the City. If the deposit requested is not remitted immediately, all project review may be halted until payment is received.

3. In the instance that the project is complete and the deposit balance does not cover the final costs, a bill will be sent to the applicant. If the bill is not paid within the standard 30 days it is considered past due and the City will start its collection procedures, including potential referral to a collection agency. All past due accounts are assessed a \$15 late fee per City resolution.

If a balance remains on deposit after the project is complete and the maintenance period has passed, the balance will be refunded to applicant.

By signing this agreement, the applicant understands and acknowledges that the payment of fees does not entitle the applicant to an approved land use permit. The applicant also understands that the failure to replenish the deposit as requested by the City may result in a delay or inability to process the requested land use permit application, as well as other possible sanctions.

By signing below, the applicant represents that they have read the Agreement to Pay Fees set forth above, and agrees to the terms and conditions set forth in this agreement.

APPLICANT SIGNATURE: _____

PRINTED NAME: _____

ADDRESS:

PHONE NUMBER: _____