

Physical Address: Auburn City Hall Annex, 2 nd Floor 1 E Main St	Mailing Address: 25 W Main St Auburn, WA 98001	Phone and Email: 253-931-3090 permitcenter@auburnwa.gov	Apply Online: www.MyBuildingPermit.com Select: Auburn Land Use New None Home Occupation
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INFORMATION SHEET

What is a Special Home Occupation permit?

Auburn residents may run a business, or part of a business out of their residence if they can meet all thirteen Home Occupation Requirements per [ACC 18.60.020](#). However, if only eleven or twelve of the requirements can be met, a Special Home Occupation permit is required in advance. Any use requiring a Special Home Occupation permit must meet at least eleven of the thirteen requirements. Additionally, the following uses always require obtaining a Special Home Occupation permit regardless of meeting all thirteen Home Occupations Requirements:

- ☐ Building and construction contractor services, to include landscaping services (unless the home occupation is solely used for office purposes);
- ☐ Personal service shops – as defined by [ACC 18.04.710](#);
- ☐ Music and dancing studios;
- ☐ Craft classes;
- ☐ Animal grooming;
- ☐ Home Occupations that can only meet 11 or 12 of the 13 requirements as outlined in [ACC 18.60.020\(A\)](#) through (M)

The following uses are *not allowed* as a general or special home occupation:

- ☐ Automobile and motorcycle repair and bodywork (includes painting);
- ☐ Automobile services, including stereo installation, car alarms and detailing;
- ☐ Heavy equipment repair and maintenance;
- ☐ Uses that can only meet 10 or less of the home occupation requirements per [ACC 18.60.020](#).

A Special Home Occupation permit is a Type III decision, what does that mean?

This permit process is a quasi-judicial land use decision made by the City of Auburn Hearing Examiner following a public hearing at which interested citizens can participate by giving written or verbal comments on a proposed project or issue. Hearing Examiner decisions can be appealed to the Superior Court of the county within which the property lies.

What is the review process like for Special Home Occupation applications?

Once a special home occupation application is deemed complete, City staff will conduct review of the application and prepare a written staff report recommending a decision to the Hearing Examiner. The Hearing Examiner will designate a time and place for the public hearing and notice will be given not less than 10 days prior to the hearing. A decision to approve, approve with conditions, or deny the Special Home Occupation application will be made after conclusion of the public hearing.

What are the criteria for Special Home Occupations permit approval?

Per [ACC 18.60.040\(B\)](#), the Hearing Examiner will consider:

- ☐ The nature and condition of all adjacent land uses and structures;
- ☐ Authorization of the permit will not be materially detrimental to the public welfare or injurious to the property in the zone or vicinity in which the property is located; and
- ☐ Authorization of the permit will be consistent with the spirit and purpose of the Zoning Code.

How long before I am notified if my application is complete?

At the time you submit an application, you must submit all of the written and graphic information listed in this application under "Special Home Occupation Application Submittal Checklist"; within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete, you will be notified in writing by City staff. If your application is not complete, you will be notified in writing by City staff listing the required information to make your application complete.

How long before I know if the Special Home Occupation permit has been approved, approved with conditions, or denied?

The applicant or their representative must be present at the hearing. Current City code requires that all land use decisions be made within 120 days from the date of a complete application submittal, unless an applicant agrees to extend the processing of the application longer than 120 days.

PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.

Special Home Occupation – Submittal Checklist

What is required to be uploaded to www.MyBuildingPermit.com?

Forms & Written Materials:

- ☐ [Owner Authorization Form\(s\)](#) from all property owners affected.
- ☐ **Written Statement** addressing:
 - In detail, a description of your proposed business and all business operations that will occur at the residence; and
 - Why the special home occupation permit should be issued, relating to each approval criteria listed above, on the Information Sheet, and as repeated in [ACC 18.60.040\(B\)](#).

Plans & Graphics:

- ☐ **Site Plan** – The following graphic features must be shown on the drawing(s):
 - North arrow, numeric/graphic scale, and date plan was prepared
 - Site plan preparer contact information;
 - Boundaries and dimensions of the property;
 - Adjacent public streets;
 - Easements, existing and proposed;
 - Location and size of all existing and proposed utilities;
 - Location of buildings, including setbacks;
 - Location and layout of off-street parking;
 - Location and height of fences;
 - Location and size of signs;
 - Points of access, walkways and driveways;
 - Location of refuse storage locations, bicycle parking areas, and pedestrian/bike paths.
- ☐ **Vicinity Map**
- ☐ **Scale & Legibility** – All plans, except architectural elevations, should be to scale (engineering scale) in a format no larger than 24"x36", at 1"=100' or larger (1"=20' preferred). An index sheet of the same size is required for multi-sheet submittals. Architectural elevation may be drawn to an architectural scale in a format no larger than 24"x36".