

Home Occupation License Inspection Requirements



Now that you have applied for your home occupation license, you probably want to know what happens next.

First, your license application will be reviewed by several of the City's departments to ensure that it complies with all relevant City ordinances.

Following zoning approval by the City's Planning Division, the area of your home that is occupied by the business activities will be inspected to ensure that it meets all home occupation standards. **Someone who has access to the inside of your home must be present for the inspection during the requested timeframe.** You will be notified with a phone call to the contact number you listed on your license application when your home occupation is scheduled for inspection. Please be sure you are prepared for the inspection by reviewing the *What will be inspected?* section on the other side of this page. Failing inspections will cause delays in issuing your home occupation license.

After your license application has been reviewed by the remaining departments and your business location has passed inspection, the City will determine if your proposed home occupation complies with all laws and local ordinances. If it does, your home occupation license will be issued.

You must pass this inspection to receive an approved home occupation license.

What will be inspected?

The inspector will ensure that your property meets all requirements for home occupations as outlined in the home occupation environmental standards in Pasco Municipal Code (PMC) 25.66.040. Those standards are:

1. The business activity must be **clearly subordinate to the principal use** of the property (which is for residential purposes), must not involve modification of the property or exterior of its structures that indicates other than residential uses of the premises and must be performed entirely within a permanent structure on the property.
2. There must be **no signs, displays or other advertisements** upon the property nor media or other off-premises advertising giving the address or location of the home occupation.
3. There must be **no outside storage** of materials, supplies, products or by-products, or equipment, except a single occupational vehicle* not exceeding 14,000 pounds Gross Vehicle Weight (GVW). *For purposes of this ordinance, trailers are considered vehicles.
4. The home occupation must be **conducted solely by persons residing within the home** upon the premises, subject to the definition of family.
5. Except for articles produced thereon, **no merchandise, products, goods or wares are displayed or offered for sale** upon the premises.
6. No occupation **requiring the customer or client to be present upon the premises while the profession, trade, skill or service is performed** shall be allowed;
7. **No more than 6 customer vehicles** that visit the dwelling in a given day.
8. **Noise** generated by the home occupation, detectable at any property line, does not exceed the following standards: (a) 8:00 am. to 8:00 p.m.: 55 dba. (b) 8:00 p.m. to 8:00 am.: 45 dba.
9. **No material or substance which is explosive, highly flammable, corrosive, radioactive or toxic is stored, created, utilized or discarded in any way** without prior knowledge of and written approval by the city; provided the means or methods necessary for safety purposes do not conflict with other standards established.
10. The home occupation **does not generate light or glare, vibration, fumes or odors**, or permit other conditions to occur or be present, which annoys, injures, or endangers the comfort, health, repose, decency or otherwise comfortable enjoyment of life and property of neighboring or surrounding residents, in accordance with the intent of this chapter and nuisances as defined in Chapter 9.60 of the PMC.
11. The home occupation **does not occupy more than twenty (20) percent of the gross floor area** of the residence or garage - up to 600 sq. ft.
12. Your **home address** must be clearly visible from the street on the outside of the building. The address numbers must be at least 2.5 inches in height and of a color that contrasts with the color of your home. This ensures that customers, police and other emergency personnel can easily locate your business.
13. You must have a **2A10BC fire extinguisher** that has been tested and approved as operational by an authorized agency.

Remember: The inspector must have access to the inside of your home in order to do the inspection. Failing inspections due to not providing access to the home will cause delays in issuing your business license.

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