



HOME OCCUPATION CHECKLIST
510-B Pioneer Street/PO Box 608
Ridgefield, WA 98642
Tel: 360.887.3908
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www.ridgefieldwa.us

OFFICE USE ONLY

PERMIT NUMBER _____

SUBMITTAL CHECKLIST

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 360.887.3908 if you have questions about the appropriate level of review.

A. HOME OCCUPATION CHECKLIST:

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: _____

(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 plan 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 customers will visit the site daily? _____

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

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

Please describe any other relevant aspects of your business: _____

B. APPLICATION REQUIREMENTS FOR ALL REVIEWS:

Please upload one electronic copy of all required application materials to the Permit and Development Portal - <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Each document must be a separate file, in PDF format, and labeled to match the checklist (e.g., 1 application, 2 checklist, 3 narrative). Please note: the narrative is requested in WORD format.

- ☐ **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 a basic site plan that details the proposed home occupation in relation to the site.

Include all 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 (site plan and floor plan)
- ☐ Location of off-street parking including driveway access
- ☐ Streets fronting the property

C. ADDITIONAL APPLICATION REQUIREMENT FOR TYPE II REVIEWS:

- ☐ **1. MAILING LABELS FOR PUBLIC NOTIFICATION:** Provide one (1) set of mailing labels printable to an 8 1/2-inch by 11-inch sheet 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 564.397.4652 or online at <https://gis.clark.wa.gov/gishome/mapStore/#/services>.

D. APPLICATION FEES:

Fees must be paid at the time of application via the online portal.

Effective April 1, 2025: To meet Ridgefield City Council's 100 percent cost recovery policy, applicants will be billed for the cost of any third-party plan review required for permit applications submitted April 1 or later. This change will not impact permit review timelines.

- ☐ **Home Occupations** \$175

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