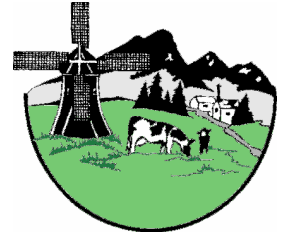


Mayor
Jack Louws
Councilmembers
Doug Adelstein
Gary Bode
Dave Burns
Ron De Valois
Tobey Gelder
Gerald Kuiken
Nick Laninga
City Administrator
Bill Verwolf

CITY OF LYNDEN

323 Front Street
Lynden, WA 98264



Business License and Home Occupation Permit

The City of Lynden welcomes you as a new member of the business community!

Enclosed are the application forms for a business license and a home occupation permit. The Lynden Municipal Code states that "No person shall engage in any business in the City without first having first obtained and being the holder of a valid and subsisting license to do so."

Business licenses expire at the end of the calendar year in which they were obtained and must be renewed every year. You will receive notification in the mail when it is time to renew your license. All applicants for a business license must have a Washington State Tax Identification Number and may be required to go through a background check.

Businesses located in homes and residential areas require a home occupation permit in addition of a business license. This process includes notification of property owners within three hundred feet of the property on which the home occupation will be conducted. This process is necessary to evaluate the impacts of a business on the surrounding neighborhood. Certain conditions may be placed on the operation of businesses in residential areas to protect the character and integrity of the surrounding neighborhood.

Approval Process:

Approval of a business license usually takes seven to ten working days. The application is routed through various City departments to check items from water and sewer service to zoning, parking requirements and, if necessary, an inspection by the City's Fire Department. Once the application has been circulated through the departments, the application is forwarded to the Mayor and then the City Clerk for approval.

Approval of a home occupation permit takes a longer period of time. Once the completed application is submitted to the Planning Department, the applicant will be required to mail a copy of the application (minus Section III), with any conditions proposed by the Planning Department, to property owners within 300 feet. Neighbors have up to 15 days to request a public hearing. If no hearing is requested, the permit application process is complete and the business license and home occupation permit can be issued as long as all other requirements are met.

If you have any questions regarding the application or the approval process, please contact the City Business License Dept. at 354-4270.

Section I

General Information

All applicants must complete this section

PLEASE PRINT OR TYPE

1. Business Name: _____
2. Business Owner/Local Representative: _____
Last First MI
3. Business Address: _____
4. Business Mailing Address: _____
5. Phone Number: _____
6. Describe your business in detail: _____

7. Opening date of business: _____
8. Washington State Tax I.D. # _____
9. Is your business located within the city limits? _____
10. Will your business provide a service within the Lynden city limits?: _____

11. Will your business be located within a residential zone? _____
12. Will you operate your business out of your home? _____

If the answer to either question 11 or 12 above is "YES," please complete Section II. If the answers to both of the above questions are "NO," proceed to Section III.



SECTION II

Home Occupation

1. Will your business be located in the home or an accessory building? _____
2. If the business is to be located in an accessory building, please attach a sketch showing where the building is located in relation to adjacent properties.
3. Will the primary function of your business take place on site? _____
4. What are the proposed hours of business? _____
5. Will you be involved in the business? _____ How? _____

6. How many additional employees will you employ? _____

7. Do additional employees reside outside the home? _____
8. Will customers visit your home? _____
9. If so, please estimate the number of customers or vehicles expected each day: _____
10. Will your business create noise or sounds not normally associated with a residential neighborhood? If so, how do you propose to mitigate noise impacts to the neighborhood? _____

11. Will your business involve the distribution of goods? If so, what means of distribution is proposed (i.e, personal vehicle, business vehicle, courier, UPS, Federal Express, others) _____

Please attach a list from the Whatcom County Assessor of all property owners within 300 feet of the lot/parcel where business is to be located.

I understand that this permit will be reviewed on an annual basis and changes in the operation of the business may require additional application or public hearing.

Applicant's Signature

Title for Home Occupation

.....
Section III **Background Information**
All applicants must complete this section

1. Applicant/Local Representative's driver's license: _____ State ____ Exp. _____
2. Applicant/Local Representative's Social Security No.: _____ - _____ - _____
3. Applicant/Local Representative's date of birth: _____
4. Current home address: _____
Street City State Zip
5. Previous home address: _____
Street City State Zip
6. I have () have not () been convicted of a felony.
7. I have () have not () been convicted of a misdemeanor (includes traffic offenses)
8. I have () have not () violated any municipal ordinances.

Failure to complete these questions accurately could result in the denial of a license.

If the answer to any of the above statements is "YES," give a complete description of the nature of the offenses and the disposition thereof: _____

Applicant/Local Representative's Signature

Title

Section IV Administrative Review

For Office Use Only

Home Occupations:

Is this business exempt from Chapter 19.57.040 (A)? _____

Date of notification: _____ Was a hearing requested? _____

Hearing Date: _____

Home Occupation Permit Approved (State conditions or reasons for approval): _____

Home Occupation Permit Denied (State reasons for denial): _____

Planning Department Signature

Date

All Business Licenses:

License fees paid: _____ Receipt Number: _____

	Application Fee	+ Permit Fee	+ Business License Fee	= Total
Fees for Home Occupations				
Application	\$50.00	\$25.00	\$10.00	\$85.00
Annual Renewal		\$25.00	\$10.00	\$35.00
Peddlers/Solicitors License				
Application	\$10.00	\$10.00	\$10.00	\$30.00
Annual Renewal		\$10.00	\$10.00	\$20.00
Business License				
Application	(Included in Permit Fee)	\$10.00		\$10.00
Annual Renewal		\$10.00		\$10.00

Investigation/Screening: Please review application as indicated and in accordance with City requirements.

Route To:	Initial	Date Rcvd.	Date Completed	Comments/Findings
Mayor				
Public Works Director				
Police Chief				
Fire Chief				
Planner				

License is hereby approved and granted on the basis of the above information and receipt of assessed fees for the period of:

From: _____ To: _____ License Number: _____

City Clerk

Date