

Mayor  
Scott Korthuis

# CITY OF LYNDEN



Council Members:  
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Dave Burns  
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Gerald Kuiken  
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Brent Lensen

300 4th Street  
Lynden, Washington 98264  
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City Administrator  
Bill Verwolf

## Business License Home Occupation Permit

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

This application must be completed in order to obtain a business license and, if needed, a home occupation permit. Lynden Municipal Code 5.02.020 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 License Information**

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.

*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.

	Application Fee	Permit Fee	Business License Fee	Total
<b>Business License</b>				
Application			\$10.00	\$10.00
Annual Renewal			\$10.00	\$10.00

If you have questions regarding business license information, please call the Administration Office at 354-1170

### **Home Occupation Permits**

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* of a home occupation permit takes a longer period of time to process. Once the completed application is submitted to the Planning Department, a copy of the application (minus Section III), with any conditions proposed by the Planning Department, will be mailed 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.

	Application Fee	Permit Fee	Business License Fee	Total
<b>Home Occupations</b>				
Application	\$50.00	\$25.00	\$10.00	\$85.00
Annual Renewal		\$25.00	\$10.00	\$35.00

If you have any questions regarding whether or not your business needs a Home Occupation Permit please call the Planning Department at 354-5332.

**Note:** A Peddlers/Solicitors License is required if you plan to solicit private residences.

**SECTION I**

**General Information**

All applicants must complete this section

**PLEASE PRINT OR TYPE**

Business Name:

Business Owner/Local Representative

Last:

First:

MI:

Business Address:

Business Mailing Address:

Phone Number:

E-Mail Address:

Describe your business in detail:

Opening date of business:

Washington State Tax I.D. #:  
(this is your UBI number)

Is your business located within the Lynden city limits? Yes No

Will your business have signage? Yes No      Have you applied for a permit? Yes No  
*Please contact the Planning Department 354-5532 with questions.*

Will your business provide a service within the Lynden city limits?: Yes No  
Type of service:

Will your business be located within a residential zone? Yes No

Will you operate your business out of your home? Yes No

**ATTENTION:** If you answered "Yes" to your business being located in a residential zone or if your business will be operated out of your home, please complete Section II. If the answers to both questions are "No," proceed to Section III.

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**SECTION II**

**Home Occupation**

Will your business be located in a home or an accessory building? Yes No  
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.

Will the primary function of your business take place on site? Yes No

What are the proposed hours of business?

Will you be involved in the business? Yes No  
If yes, how:

How many additional employees will you employ?

Do additional employees reside outside the home? Yes No

Will customers visit your home? Yes No  
If yes, please estimate the number of customers or vehicles expected each day:

Will your business create any type of noise or sounds not normally associated with a residential neighborhood? Yes No  
If yes, how do you propose to mitigate noise impacts to the neighborhood?

Will your business involve the distribution of goods? Yes No  
If yes, what means of distribution is proposed (e.g. 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 an additional application or public hearing.

\_\_\_\_\_ Title for Home Occupation  
\_\_\_\_\_ Applicant's Signature

**SECTION III**

**Background Information**  
All applicants must complete this section

Applicant/Local Representative's driver's license number: \_\_\_\_\_ State \_\_\_\_\_ Exp. \_\_\_\_\_

Applicant/Local Representative's Social Security No.: \_\_\_\_\_

Applicant/Local Representative's date of birth: \_\_\_\_\_

Current home address  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous home address  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Have you ever been convicted of a felony: Yes No

Have you ever been convicted of a misdemeanor (includes traffic offenses): Yes No

Have you ever violated any municipal ordinances: Yes No

**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:

\_\_\_\_\_ Date  
\_\_\_\_\_ 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)?  Yes  No

Date of notification: \_\_\_\_\_ Was a hearing requested?  Yes  No Hearing Date: \_\_\_\_\_

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

Home Occupation Permit Denied (State reasons for denial):

\_\_\_\_\_  
Planning Department Signature Date

	Application Fee	+ Permit Fee	+ Business License Fee	= Total
<b>Business License</b>				
Application			\$10.00	\$10.00
Annual Renewal			\$10.00	\$10.00
<b>Home Occupation Permit</b>				
Application	\$50.00	\$25.00	\$10.00	\$85.00
Annual Renewal		\$25.00	\$10.00	\$35.00
<b>Peddlers/Solicitors License</b>				
Application	\$10.00	\$10.00	\$10.00	\$30.00
Annual Renewal		\$10.00	\$10.00	\$20.00

**All Business Licenses:**

License fees paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

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

Route To:	Initial	Date Received	Date Completed	Comments/Findings
Public Works Director				
Police Chief				
Fire Chief				
Planning Director				

\_\_\_\_\_  
Mayor Date

Comments: \_\_\_\_\_

\_\_\_\_\_  
City Clerk Date

Comments: \_\_\_\_\_

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: \_\_\_\_\_