

HOME BUSINESS GUIDE

Guide Overview

This guide is designed to assist those interested in starting a home business within the City of Sammamish understand the requirements and processes to do so.

Home Business Requirements

Frequently Asked Questions

**Permit Center
Hours of Operation**
8:30 am - 4:00 pm

Code Reference
SMC 21A.65.050
SMC 21A.15.605
SMC 21A.15.265
SMC 21A.45.060

Questions?
Permit Center
Permittech@sammamish.us
425-295-0500

Resources
Zoning Map
Washington State Business License Service
City of Sammamish Business Portal

ABOUT HOME BUSINESSES IN SAMMAMISH

As a resident of Sammamish, you're allowed to run a business out of your home in the City as long as it doesn't interfere with other neighborhood residents. The home occupation rules in the Sammamish Municipal Code (SMC) are designed to minimize the impact of commercial activity in residential neighborhoods and preserve neighborhood character.

HOME BUSINESS REQUIREMENTS	
PURSUANT TO SMC 21A.65.050, THE FOLLOWING ARE REQUIREMENTS FOR THE OPERATION OF YOUR TYPE 1 HOME BUSINESS	
Location Requirements	You must live in the unit where you operate your home business.
	The area utilized for the home business is limited to no more than 50% of the area of the residential dwelling unit.
	Business-related activity should only occur within the building(s) associated with the home business.
	No more than one outbuilding, in addition to the dwelling unit, may be used for the home business (excluding those used only for material storage).
	All outbuildings used for the home business shall not be visible from the street.
	Smoke, odors, dust, vibration or light produced by the business shall not exceed that normally associated with a residential area.
Employee Limits & Service Delivery	There may be no more than three nonresident employees per property.
	Sales or services shall be by appointment or provided off-site.
Parking, Storage & Deliveries	Business deliveries should be limited so that they're consistent with normal residential activity.
	No more than three vehicles (per property) should be visible from the street or adjacent properties.
	Vehicles, equipment, and materials owned by the home business and associated with business operation should be stored within the buildings associated with the home business.

DO I NEED TO OBTAIN A BUSINESS LICENSE FROM CITY OF SAMMAMISH BEFORE I BEGIN TO OPERATE A BUSINESS OUT OF MY HOME?

All entities that are required to register with the State of Washington and are engaged in business activities within the Sammamish city limits, including those physically located in commercial or in-home locations inside the City limits and those coming inside the city limits to perform work must have a City of Sammamish business license.

The City participates in a joint licensing program with the State of Washington Department of Revenue for all businesses including home occupations or home industries. The City and State forms have been combined into a single application.

HOW CAN I GET A BUSINESS LICENSE?

Please visit the [Washington State Business License Service](#) to complete a Business License Application.

IS THERE ANY RESTRICTION ON WORK HOURS?

On-site client or customer related appointments shall occur between the hours of 8 a.m. and 9 p.m.

IS THERE ANY RESTRICTIONS REGARDING WORKING WITH CERTAIN MATERIALS?

Yes, the City does not allow any hazardous materials that disturb the safety and health of neighborhood. That includes creation of any hazardous materials or significant amounts of hazardous waste such as toxic, explosive, flammable, combustible, corrosive, radioactive, or other restricted materials to be stored or used on-site.

WHAT KIND OF BUSINESS ARE NOT ALLOWED AS A HOME BUSINESS?

The City does not allow the following types of businesses as home business:

- Automobile, truck, and heavy equipment repair;
- Autobody work or painting;
- Adult use facilities;
- Veterinary clinics or hospitals;
- Collective gardens;
- Cooperatives;
- Outdoor parking and storage of heavy equipment;
- Outdoor storage of automobiles, boats, and recreational vehicles;
- Outdoor storage of building materials for use on other properties; and
- Other uses determined by the Director to be similar in nature to the prohibited uses listed.

WHAT IS A TYPE 1 BUSINESS?

A Type 1 business is any home business that does not create odors nor obvious result in visible business activity outside of the building. This type of business is not distinguishable from other homes in the neighborhood. All conditions mentioned in this guide apply to a Type 1 business.

WHAT IS A TYPE 2 BUSINESS?

A Type 2 business is any business that creates limited odors and some obvious visible or audible business activity outside of the building. For example, increasing the regular mail delivery or customer visits etc. This type of business has a different process and requires additional permits. The applicant must submit a [Conditional Use Permit](#) for a Type 2 business. The Director has the authority to review and condition the proposed use to ensure that the home business complies with the compatibility standards. This may include (but is not limited to):

- Limiting the hours of operation, outdoor lighting, and number of client trip to the site;
- Limiting or prohibiting odors from the home business;
- Limiting the size and type of equipment; etc.

For more information, visit SMC [21A.65.050](#) subsection (5).

CAN I RUN A DAYCARE AS A HOME BUSINESS?

Yes, however there are some restrictions that may apply based on the [location of your home](#). For example, restrictions are different in R 4 and R12. Please check the General Services [Land Uses Table](#) for more information. Also note that you must obtain a license from the [Department of Children, Youth and Families](#).

WHAT IS THE MAXIMUM NUMBER OF CHILDREN AND ADULTS ALLOWED FOR A DAYCARE?

Daycare I – A maximum of 12 adults or children in any 24-hour period.

Daycare II – More than 12 adults or children in any 24-hour period. Additional permits are required. (the applicant must submit a Conditional Use Permit for a Daycare II.)

CAN I RUN A COMMERCIAL KITCHEN AT MY HOME?

To operate a food business as a home occupation there are specific requirements that need to be addressed. Certain food businesses may not be approved to operate at home because domestic kitchens are not suitable for that purpose. Pursuant to the Washington State Department of Agriculture, if you plan to sell food from your home, it must be prepared or manufactured in a commercial kitchen separate from your domestic living quarters. This separate facility is required to comply with the necessary building code requirements for commercial kitchen's and will require a building permit from the City. In addition, the commercial kitchen must be inspected and approved by the King County Health Department before operational. Before starting any home food business, the City suggests you submit the [Project Guidance Request Form](#).

CAN I HAVE A SIGN FOR MY HOME BUSINESS?

Yes, pursuant to SMC [21A.45.060](#), you are allowed to have one, freestanding, wall, monument, or a-frame sign. The maximum sign area allowed is 6 square feet. Please note that all applicants must submit the [Sign Permit Application](#) form.

WHERE CAN I GET ADDITIONAL INFORMATION?

Please contact the City of Sammamish Permit Center or go online to read SMC [21A.65.050](#) and SMC [21A.15.605](#).