

CANYON LAKES PROPERTY OWNERS' ASSOCIATION

HOME BUSINESS APPLICATION

Rev. July 2026 Submission Date: _____

IMPORTANT — PLEASE READ BEFORE SUBMITTING

Home-based businesses in Canyon Lakes are subject to three layers of requirements: (1) Washington State business registration and any profession-specific licensing (RCW 19.02); (2) City of Kennewick Home Occupation standards (KMC 18.42.090), including a required City business license endorsement; and (3) CLPOA CC&Rs, Rules & Regulations, and Board-adopted policies. Unlike licensed family home childcare or adult family homes, general home occupations are NOT protected from HOA restrictions by state preemption.

NO APPLICATION NEEDED FOR EXEMPT HOME OFFICES: Under the Home Office Exemption to Rules Section 13, a home office operated entirely by the household — with no customer visits, retail sales, outdoor storage, commercial signage, or other external indicia of business activity — does not require Board approval. If your business qualifies, complete the Home Office Confirmation instead of this application.

CLPOA may approve, conditionally approve, or deny this application. Do not begin operations until you receive written Board approval. Prohibited activities (auto repair, dog kennels/boarding, construction heavy equipment) are not eligible for approval regardless of other compliance (KMC 18.42.090).

1. APPLICANT & PROPERTY INFORMATION

Property Owner(s): _____
Property Address: _____
Phone Number: _____ Email Address: _____
Business / Trade Name: _____ WA State UBI # _____
Nature / Type of Business: _____
Products or Services Provided: _____
Anticipated Start Date (or date operations began): _____
Business Days & Hours: _____

2. STATE & CITY OF KENNEWICK LICENSING (Required — attach copies)

Attach copies of the following before operations begin:

- ☐ **WA State Business License (UBI)** — Apply through WA Dept. of Revenue Business Licensing Service (dor.wa.gov). Required for most businesses under RCW 19.02. Attach copy of current license.
- ☐ **City of Kennewick Business License — Home Occupation Endorsement (KMC 18.42.090)** — Apply through the WA DOR combined licensing system. Certifies compliance with KMC 18.42.090 requirements. Attach copy of current license.
- ☐ **Professional / Specialty State License** — If your business requires a state-issued professional license (contractor, cosmetologist, therapist, food handler, etc.), attach a copy of that license. Check applicability at dol.wa.gov.

Profession/Specialty License Type (if applicable): _____

3. CITY OF KENNEWICK HOME OCCUPATION STANDARDS (KMC 18.42.090)

KMC 18.42.090 sets mandatory standards for all home occupations. Check each box to confirm compliance. Applicants who cannot confirm all items are not eligible to operate.

- ☐ **Not a Prohibited Use** — My business is NOT automobile repair or body shop work, dog kennels or boarding, or a business requiring construction-related heavy equipment or vehicles on premises.

- ☐ **Customer Visits** — No more than 4 customer/client visits per day, by appointment only, between 8:00 AM and 7:00 PM. Only 1 client visit on the premises at any one time (up to 4 persons in one vehicle). No retail sales on premises.
- ☐ **Signage** — No exterior advertising except one non-illuminated sign, maximum 1 square foot, attached to the home or inside a window. No additional exterior signs.
- ☐ **No Structural Alterations** — No structural alterations will be made to the property to accommodate the business. Business entrance is from within the residence.
- ☐ **Floor Area** — Business use does not occupy more than 25% of the total floor area of the residential structure (including any accessory building used for the business).
- ☐ **Employees** — During the first 18 months of operation, no more than one non-family employee will work at the premises. After 18 months, confirm employee status with City of Kennewick.
- ☐ **No Detrimental Equipment** — No materials or equipment that create vibrations, noise, odor, or interference with radio or television reception detrimental to adjoining residences.
- ☐ **Vehicles** — No more than 2 business-related vehicles, each not exceeding 10,000 lbs GVW, kept on premises. No exterior storage of business materials or equipment other than those 2 vehicles. All deliveries by owner except normal delivery service up to 26,000 lbs GVW.

4. CLPOA CC&Rs, RULES & REGULATIONS COMPLIANCE

The following requirements apply to all Canyon Lakes homeowners and are enforced by CLPOA under RCW 64.38.020 and the Association's governing documents. Check each box to confirm:

- ☐ **No Commercial Signage** — Commercial and business signs are not permitted within Canyon Lakes beyond what KMC 18.42.090 allows. No portable signs, banners, or vehicle-mounted advertising will be placed on the property, in the driveway, or in common areas.
- ☐ **Exterior Appearance** — The property will continue to meet Canyon Lakes standards for landscaping, lawn maintenance, weeding, and general upkeep. Any exterior modifications related to the business require prior ARC approval (see Section 5 below).
- ☐ **Parking** — All business-related vehicles (staff and clients) will be parked in the driveway or garage to the maximum extent possible. Vehicles must not obstruct sidewalks, rights-of-way, or emergency access routes (KMC 18.12.020). Overnight parking of commercial vehicles exceeding 10,000 lbs GVW on the street or in front yards is prohibited (KMC 18.12.220).
- ☐ **No Nuisance** — Business operations must not create noise, traffic congestion, odors, or disturbance that unreasonably interferes with the quiet enjoyment of neighboring Canyon Lakes residents or constitutes a nuisance under CLPOA's Rules & Regulations.
- ☐ **No Exterior Storage or Retail** — No business inventory, equipment, or materials will be stored outside (other than permitted business vehicles per KMC 18.42.090). No retail customers coming to the property beyond the KMC daily limits.
- ☐ **Rules & Regulations** — I agree to adhere to all CLPOA Rules & Regulations, CC&Rs, and Board-adopted policies as applied to my property, including those governing trash/recycling, irrigation, noise, and general property maintenance.

5. ARCHITECTURAL & EXTERIOR COMPLIANCE (CLPOA ARC)

Any physical changes to the exterior of the property in connection with the business require a separate CLPOA ARC Exterior Improvement Project Form submitted to and approved by the Architectural Review Committee prior to installation.

- ☐ **No ARC Changes Required** — No exterior modifications are planned in connection with this business.
- ☐ **ARC Approval Obtained** —
Modification(s): _____

6. OPERATIONAL ACKNOWLEDGMENTS (Initial each item)

_____ **Contact Information:** I will provide CLPOA with a current contact name and phone number and update within 10 days of any change.

- _____ **Notice of Cessation:** I will notify the CLPOA Manager in writing within 10 days of the permanent cessation of the home occupation.
- _____ **Annual Renewal:** I understand that CLPOA approval of a home occupation is conditional on maintaining all required state, city, and CLPOA compliance, and that I must notify CLPOA annually that my licenses remain current.
- _____ **Change Notification:** I will notify CLPOA in writing before making any material change to the nature, scope, or customer volume of the home occupation.
- _____ **Enforcement:** I understand CLPOA may levy reasonable fines under RCW 64.38.020(11) for violations of community rules applied equally to all homeowners, after written notice and an opportunity to be heard.

7. CERTIFICATION & SIGNATURE

By signing below, I certify that: (1) I am the property owner of record; (2) all information provided in this application is true and accurate to the best of my knowledge; (3) I have read, understand, and agree to the Washington State, City of Kennewick, and CLPOA requirements set forth in this application; (4) I understand that CLPOA may approve, conditionally approve, or deny this application; and (5) I will not begin business operations until I receive written Board approval and have obtained all required state and city licenses.

Signature of Property Owner: _____

Printed Name: _____ Date: _____

FOR BOARD / MANAGER USE ONLY

Receipt does not constitute approval. Applications confirming all items in Sections 3–6 with all required attachments are approved by the Community Manager on behalf of the Board under delegated authority; denials, non-standard conditions, and unclear cases are decided by the Board.

Date Received: _____ Received By: _____

WA Business License Verified: ☐ Kennewick Home Occ. License Verified: ☐ Professional License Verified (if req'd): ☐

ARC Review Required: ☐ Yes ☐ No

Decision: ☐ Approved ☐ Conditional ☐ Denied ☐ Pending Info Decision Date: _____

Conditions / Review

Notes: _____

HOW TO SUBMIT THIS APPLICATION

Complete all sections, initial all acknowledgments, and attach: (1) WA State Business License (UBL), (2) City of Kennewick Home Occupation Business License endorsement, and (3) professional/specialty license if required. Submit the completed application and all attachments to the CLPOA Community Manager at clpoa@canyonlakespoa.org or P.O. Box 7252, Kennewick, WA 99336. Do not begin operations until written Board approval is received.