

ISSAQUAH HIGHLANDS COMMUNITY ASSOCIATION

HOME BUSINESS APPLICATION

INTRODUCTION

Please answer all questions completely and accurately in order to provide Issaquah Highlands Community Association (IHCA) with all information necessary to consider your application. If a question does not apply, so indicate. (Leave no spaces blank.) Please attach any additional information which may assist in reviewing your application.

The IHCA shall review and log all business applications and activity within Issaquah Highlands. IHCA staff will provide counter approval for zero or minimal impact businesses. Business deemed to have high impact will be directed to the IHCA Board of Directors (BOD) for approval.

All businesses within Issaquah Highlands must comply with City of Issaquah (COI) business requirements and local, state, and federal obligations. Any unit owner may be subject to penalties, (as defined in the URRs), if the business operation is in violation of the IHCA governing documents and at the discretion of the IHCA BOD.

Possession of a current business license does not authorize business operation unless approved by IHCA staff and/or IHCA BOD. Business application approvals are non-transferable.

Home business application questions may be directed to homebusinessapp@ihcommunity.org or (425) 427-9257.

GENERAL INFORMATION

Applicant Information:

Name: _____

Property Address: 2454 NE Julep Street, Issaquah, WA 98029

Daytime Phone: _____ Cell Phone: _____

Email Address: _____

The consent of the legal owner of the property, where the business will reside, is required. If you are not the legal owner of the property, please complete this section and obtain legal owner consent.

Property Owner Information:

Name: N/A

Mailing Address: _____

Daytime Phone: _____ Cell Phone: _____

Property Owner's Email Address: _____

Property Owner's Consent Signature: _____

Property's Owner's Consent Received Via E-mail : ☐ Yes ☐ No (If Yes, please attach email to application.)

GENERAL BUSINESS INFORMATION

City of Issaquah Business License Number (Please provide copy of license.): _____

Restrictions indicated on the business license: Should have all applicable licenses.

Legal Owner of Business: _____

Legal Name of Business and Doing-Business-As Name: Bright Stars

[https://D.Docs.Live.Net/4d1a2e9ac9320b62/Child Care Files/Licensing/2454 NE Julep Street -2016/IHCA/Home Business Application.Docx](https://D.Docs.Live.Net/4d1a2e9ac9320b62/Child%20Care%20Files/Licensing/2454%20NE%20Julep%20Street%20-2016/IHCA/Home%20Business%20Application.Docx)

Business Website Address: N/A

Name of any other business operated from this location: None

Business Phone: _____ Cell Phone: _____

Email Address: _____

Description of Proposed Use: Pre-school for 6 children max. at a time

Hours of Business Operation: 9:00-12:00 and 12:30-3:30

- ☒ YES ☐ NO Is parking required for the operation of your business?
☐ YES ☒ NO Do deliveries and/or shipping exceed more than one visit per day?
☐ YES ☒ NO Are there vehicles related to this business operation?
☐ YES ☒ NO Are Common or Limited Common Elements used in the operation of your business?
(I.E., Do you use common water/sewer, garbage services, electricity and/or landscape areas in the operation of your business?)
☐ YES ☒ NO Has this business been prior approved by the Unit's Condominium/Owner's Association? If so, please attach a copy of the approval for the IHCA.

Please describe in detail the nature and operation of daily business activities? Provide a detailed description on how the operation of your business may affect other areas of your home/property (i.e. such as decks, driveways, garages, deliveries, etc.). The pre-school will have 2 sessions. Same child may not attend both sessions. Therefore, each child will be in the pre-school for less than 4 hours. Parents will drop off kids and pick up. They will not be arriving at the same time and therefore will have minimal impact to the available parking. Also, we will encourage parents to park their vehicles on the 24th Avenue NE and walk to the pre-school. 24th Avenue NE has plenty of parking.

PHYSICAL INFORMATION *(Attach a dimensioned sketch of entire floor plan. Indicate the areas used for business.)*

What percentage (%) of your buildings, including storage space, is used for your business? 50 %

All signage must be submitted to the ARC for approval. Indicate the dimensions of your business sign (please attach a diagram if needed): N/A

(City of Issaquah code provides that signage may not exceed 2 square feet and may be either posted on the wall or door. Lighted signs are not approved for this use.) Please note: Posting of flyers or other solicitation is not allowed in the Issaquah Highlands.

List all chemicals, materials, and equipment used or stored in the operation of this business: Kids' toys, kid's tables and chairs

Indicate any physical evidence visible, audible or otherwise noticeable to any adjacent residence(s) resulting from equipment or material used, or activities performed, in the operation of this business: Neighbors will see when we take children to a nearby park for outdoor activities.

EMPLOYEE INFORMATION

List persons (other than customers) involved in the business on the premises. Include yourself, any family members, subcontractors, etc. No more than two individuals engaged in the business entity may work on the premises at any given time. Attach additional sheet if necessary:

Worker #1, Position & Relationship (if any) None for now.

Position: _____ Hours per week: _____

Worker #2, Position & Relationship (if any)

Position: _____ Hours per week: _____

VEHICLE INFORMATION

Give a description of the nature and volume of traffic related to your home business during a typical day. Indicate the size of delivery vehicles and the number of trips per day. Be sure to include visitors, delivery trucks, customer vehicles, etc: Parents will arrive at different times. No delivery vehicles are involved.

Describe any vehicles related to this business operation: None

Indicate the approximate number of daily automobile visits to and from the property: 6

Describe the worst case traffic scenario you would expect: If all parents arrive at the same time, which should
Never happen.

Describe available off street parking: There is plenty of off street parking on NE Julep St and 24th Avenue NE

SIGNATURE & DATE

I hereby apply for a home business as described and regulated by the Issaquah Highlands Homeowners Association. I also certify that the information contained in the above application is true and correct to the best of my knowledge, and represents an accurate and complete description of my home business.

I have reviewed the Issaquah Highlands Community Association's Use Restrictions and Rules and consent to abide by these Rules and operate business under all IHCA governing documents.

Applicant Signature: _____ Date: 01/27/17

Details about Department of Early Learning licensing requirements:

we are planning to provide care for pre-school aged children. Children will not be there for more than 4 hours.

Under this criterion, we do not need to have a license from Department of Early Learning. We had verified this a while back with our licensor.

The Washington Administrative Code (WAC) also explains who need to be licensed and the above criteria does not require a license from Department of Early Learning,

Here are the clauses that details this.

<http://apps.leg.wa.gov/WAC/default.aspx?cite=170-295&full=true#170-295-0130>

WAC 170-295-0020

Who needs to become licensed?

(3) We do not license a center that is legally exempt from licensing per RCW 43.215.010(2). However, if the applicant requests it, we follow all licensing regulations to investigate and may certify the center as meeting licensing and other pertinent requirements. In such a case, all our licensing requirements and procedures apply equally to certification.

RCW 43.215.010

<http://app.leg.wa.gov/RCW/default.aspx?cite=43.215.010>

(2) "Agency" does not include the following:

(e) Nursery schools that are engaged primarily in early childhood education with preschool children and in which no child is enrolled on a regular basis for more than four hours per day;
