



# ZONING PERMIT APPLICATION

## HOME OCCUPATION

Zoning Dist. \_\_\_\_\_  
Permit Cost \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Proposed Business: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

If Rental Property: \_\_\_\_\_ Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Owners Address: \_\_\_\_\_

Total Space to be Occupied: \_\_\_\_\_ Sq. Ft.      Number of Parking Spaces: \_\_\_\_\_

Number of Vehicles Used for Business: \_\_\_\_\_ How are Vehicles Stored: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ TO \_\_\_\_\_

*Provide a brief statement or outline of business operation procedures. In particular address if/how clients are serviced; how merchandise is delivered/received; method of waste disposal; how materials are stored; please provide licensing information.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Home Occupation Involves Food Preparation: See Specific Requirements at [www.EatSafePA.com](http://www.EatSafePA.com)**

*The applicant does hereby certify that the above information is true and correct and that the operation of this use shall be in compliance with the requirements of the Zoning Ordinance. The applicant further acknowledges that the provisions of false or incomplete information or violation of any requirements of the Zoning Ordinance and/or applicable Building, Plumbing, Mechanical, Electrical, Fire or Accessibility Codes can result in the revocation of any approval and/or the commencement of an enforcement action to abate such violation. This approval is not a Certificate of Occupancy.*

Applicants Name (Print): \_\_\_\_\_ (Sign): \_\_\_\_\_

<b>For Official Use ONLY</b>	<input type="checkbox"/> Permit Approved	<input type="checkbox"/> Permit Denied
Easements Shown: _____	Zoning Appeal No. _____	
Conditions of Permit: _____		
Zoning Officer: _____	_____ (Date)	

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## **HOME OCCUPATION**

### ***Types of Home Occupations and Requirements***

***All home occupation accessory uses shall comply with all of the following specific criteria:***

- (1) The accessory use shall be conducted entirely within a dwelling and shall be exclusively managed, operated or conducted by, or shall employ or have engaged to work in such operation, not more than a total of three persons (regardless of the number of hours employed or worked per day, week or month by such persons), at least one of whom such persons shall have that dwelling as his/her full-time, permanent and exclusive domicile and residence. (The bona fide owner or principal officer of the business engaged in as the home occupation shall be deemed one of such three persons, regardless of whether or not such owner or principal officer personally participates in the day-to-day operations of the home occupation.)
- (2) Home occupation accessory uses to a dwelling shall specifically and expressly include: handicrafts constructed on site, beauty shops, barbershops, dressmaking or tailoring, preserving, millinery, and home cooking (but not commercial catering services). Also specifically included are offices (within their primary domiciliary residences) of lawyers, accountants, doctors and other health-care professionals licensed by the Commonwealth of Pennsylvania, psychologists and licensed social workers, engineers, architects, surveyors, land use planners, stockbrokers and financial advisors, real estate brokers, insurance brokers and actuarial consultants, information technology/computer/Internet consultants, writers, teachers and tutors (excluding instruction of more than three students at a time), and musicians (excluding music instruction for more than three students at a time).
- (3) The following uses shall be excluded and prohibited as home occupation accessory uses to a dwelling: music schools, dance schools, business or other private or public schools, nursery schools, day-care centers, dog daycare or dog-sitting for more than three dogs, elder care centers, and the like.
- (4) The home occupation accessory use to a dwelling shall be clearly incidental and secondary to the primary residential use of the dwelling, shall not change the residential character of the dwelling itself or its neighborhood, and shall not emit any substantial sound, vibration light, odor or electrical interference discernible outside the dwelling.
- (5) There shall be no change in the outside appearance of the dwelling within which the home occupation is engaged and no outside visible evidence of the conduct of such home occupation.
- (6) There shall be no outside storage of materials, equipment, or vehicles (except vehicles owned by the residents of the dwelling and used exclusively for personal, nonbusiness purposes), and no deliveries to the dwelling by tractor-trailer trucks (deliveries by USPS, UPS or Federal Express-type home-

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delivery size vehicles being permitted).

- (7) If a home occupation accessory use to a dwelling fully meets each of the above criteria, but does not display any sign whatsoever and does not involve any visits whatsoever by clients, customers or other users of the products or services provided by that use, however infrequent, then such use shall be deemed included in and part of the primary residential use of the dwelling and shall not be deemed a use further regulated by this chapter.
- (8) A home occupation accessory use to a dwelling that does not meet criteria Subsection 1.R.(7) above shall be identified by not more than one sign, which is in conformity with the provisions of Part **22** of this chapter regarding home occupation signs.
- (9) A home occupation accessory use to a dwelling that does not meet the criteria above shall utilize not more than 325 gross square feet of the interior area of the dwelling and no exterior portions of the dwelling, accessory structures, or lot whatsoever shall be used for the home occupation use.
- (10) The minimum lot and yard requirements for any home occupation accessory use to a dwelling are the same as are applicable to the primary dwelling use.
- (11) Not more than three vehicles, operated or driven by the maximum three persons engaged in or employed by the home occupation use, shall be utilized by any home occupation accessory use to a dwelling, or parked upon or adjacent to the lot of the home occupation; at least one such vehicle shall be parked within a garage on said lot or, if no such garage exists on the lot, then the maximum number of vehicles permitted by this sentence shall be reduced to two vehicles.
- (12) Off-street parking spaces shall be provided for any home occupation accessory use to a dwelling in accordance with the provisions of Part **23** for home occupations and such parking spaces shall comply with all provisions of this chapter with regard to setbacks, buffer yards, and the like.
- (13) Only one home occupation accessory use to a dwelling [including only one of the expressly included types of occupation stated in criteria Subsection 1.R.(2) above] shall be permitted per dwelling, and per lot.
- (14) Notwithstanding anything to the contrary in this chapter, no home occupation accessory use to a dwelling shall be granted, altered, or expanded by special exception.
- (15) Notwithstanding anything to the contrary in this chapter, it is specifically found and intended by the Township that an economic need or desire by an applicant to expand or enlarge a home occupation accessory use to a dwelling (whether as to the type of use, the interior space to be used, the number of persons engaged in the home occupation, or the number of required or permitted parking spaces) beyond the specific criteria stated in this chapter for home occupation accessory uses shall not be deemed a "unique physical circumstance or condition" creating an "unnecessary hardship" sufficient to justify a variance under § 27-2604.5.D of this chapter.

- Revised March 2020