

**Application for Home Occupation Business – Fee \$20 annually/calendar year
Permits are issued by the Building Inspector**

Date: _____ **Effective Date:** _____ **Permit**
_____

The undersigned hereby makes application for a permit to conduct a Home Occupation Business inside dwelling unit with maximum allowable area of 25% of habitable area of dwelling unit as permitted under the Home Occupation Ordinance.

The applicant agrees to conform to all rule and regulations of the Home Occupation Ordinance concerning the use of any permit issued as a result of this application. Permit cannot be transferred.

Please complete the following information:

Owner _____ Telephone # _____
Business Name _____
Address _____
Map _____ Lot _____

What percentage of habitable floor area will be occupied? _____

Is this the only home business in dwelling? _____

Is there a day care in the home? _____

Additional Information: What room will business be conducted in? What is the nature of the home business? _____

I, hereby, state that I read the packet for Home Occupation business and meet all the requirements of a Home Occupation business. The use shall be entirely within dwelling unit with no storage of goods or materials outside of the allowable area, no extraordinary delivery services required no employees or visible appearance of the use outside of the dwelling unit, no signs or advertisements of home address.

Signature of Applicant & date

Approval Signature of Building Official & date

Home Occupation Ordinance.

Allowed in Residential and Business zone.

Purpose.

The purpose of this ordinance is to:

1. Ensure the compatibility of home occupations with other uses permitted in residential districts.
2. Maintain and preserve the character of the residential neighborhood.
3. Protect residential areas from adverse impacts of activities associated with home occupations.
4. Establish criteria for home occupations.

B. Definitions.

Home occupation means:

1. An occupation conducted within the dwelling unit. It is clearly a secondary use of the property which does not adversely affect the residential character of the neighborhood. It is in compliance with the criteria established for a minor home occupation.
2. Home occupations do not include garage sales and yard sales or home parties which are held for the purpose of the sale or distribution of goods or services.

C. Permit Procedures.

1. Application: Application for a home occupation permit shall be made to the Building Department on a form provided by the Building Department and shall be accompanied by a fee as determined by the Board of Selectmen. Home occupations complying with the criteria established in 2007 and shall be considered minor in character and shall receive a Home Occupation permit.
2. Time limit: All home occupation permits shall be issued annually.
3. Publication: Permits issued for Home Occupations shall be published in the same area newspapers Public Notices.
4. Inspection: Home occupation applicants shall permit a reasonable inspection of the premises by the Building Department to determine compliance with this ordinance and Building/Safety codes.
5. Renewal: Home occupation permits shall be renewed each year provided there has not been any violation. Requests for renewals shall be submitted to the Building Department accompanied by the renewal fee prior to expiration of the permit.
6. Non-transferable: Home occupation permits are intended for use by the current resident-owner or tenants with the owner's written permission and shall not be transferred from person to person or address to address.
7. Voiding of permit: The Building Department may void any home occupation permit for noncompliance with the criteria set forth.

D. Criteria for Home Occupation.

1. The use shall be conducted entirely within the main dwelling unit and the total shall not exceed the maximum space of twenty-five percent (25%) of the habitable area. Home Occupations shall be permitted in all dwelling units meeting all requirements.
2. The home occupation shall be clearly incidental and secondary to the residential use, shall not change the residential character of the neighborhood, and shall have no visible appearance.
3. The home occupation shall be carried on by the resident-owners or tenants with the owner's written permission and employ no others.
4. Multiple home occupations are permitted within the dwelling, provided that the cumulative impact on the surrounding neighborhood is not greater than the maximum usage of a single home occupation.
5. No home occupation or any storage of goods, materials, products, equipment, supplies or vehicles connected with the home occupation shall be allowed outside the dwelling unit. No additional parking areas will be required.
6. There shall be no display of products visible in any manner from the outside of the dwelling.
7. There shall be no change in the outside appearance of the dwelling or premises or any visible evidence of the conduct of a home occupation. There shall be no entrance or exit way specifically provided in the dwelling or on the premises for the conduct of the home occupation.
8. No signs or advertising display signs shall be permitted.
9. The use shall not require additional pedestrian or vehicular traffic.
10. No equipment or process will be used in a home occupation which creates noise, vibration, glare, fumes, or odor detectable off the property.
11. No equipment or process shall be used which creates visual or audible electrical interference in any radio or television receiver off the premises or causes fluctuations in line voltage off the premises.
12. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises which is not consistent with normal residential activities.

E. Variances.

1. Any business not meeting the criteria of a Home Occupation shall not be permitted and a variance will be required to have that use.