



HOME OCCUPATION APPLICATION

Application Fee \$50.00

MIDDLETOWN BOROUGH
60 WEST EMAUS STREET
MIDDLETOWN, PENNSYLVANIA 17057
PH. (717) 902-0706/FAX (717) 902-3073

IMPORTANT- Prior to approval, all applicants must submit a copy of their existing Certificate of Use and Occupancy, or apply for one with the Borough if no copy exists.

I. APPLICANT INFORMATION

Applicant Name: _____

Home Occupation Address: _____ Middletown, PA 17057

Phone: _____ Email: _____

☐ Yes ☐ No Are you the person conducting the Occupation?

I hereby certify that I am a permanent resident of the property, and the building(s) and property are in compliance with Borough Ordinances and a Use and Occupancy Certificate has been issued.

Applicant Signature

Date

Owner Signature

Date

II. BUSINESS INFORMATION

Home Occupation Name: _____

Type of Home Occupation: _____

_____ Number of off-street parking spaces.

☐ Yes ☐ No Is a State License required for this Occupation?

☐ Yes ☐ No If yes, is there a validly issued license currently in effect?

☐ Yes ☐ No Did you provide a copy of the property's deed?

☐ Yes ☐ No Did you provide a copy of your lease agreement, if applicable?

☐ Yes ☐ No Is more than one Home Occupation located at this dwelling?

☐ Yes ☐ No Does the Home Occupation occupy more than 25% of the habitable floor area?

☐ Yes ☐ No Is this a No-Impact Home Based Business? (See information on back page)

☐ Yes ☐ No I have read and understand the information on the back page of this document.

Nature of Business: _____

FOR OFFICE USE ONLY

Zoning: _____ ☐ Application Fee Received ☐ Certificate of Occupancy Received

Date Inspected: _____ Home Occupation Certificate Number: _____

Zoning Officer Approval/Inspection: _____



Home Occupation FAQs



- **Home Occupation** is a permitted use within all residential districts, but must meet certain criteria.
- A **No-Impact Home Based Business** is a sub-type of **Home Occupation** with more stringent requirements.
- **Home Occupations** including **No-Impact Home Based Businesses (NIHBB)** require permits.
- Permit application fees are \$50.00.
- A **Home Occupation** can have no more than one person working on site at any time who does not reside there.
 - ➡ In the event of more than one **Home Occupation** being accessory to a dwelling, no more than one nonresident employee shall be working on site at one time.
 - ➡ A barbershop or beauty shop shall not include any nonresident employees.
 - ➡ With **NIHBB** all employees must be family members living at the location.
- The business shall not involve any illegal activity.
- The business shall be compatible with the residential use of the property. No changes to the building that would reduce its residential appearance as viewed from a street will be permitted.
- The **Home Occupation** shall not be conducted in a way that is perceptible to other residents between the hours of 9 pm and 7:30 am.
- The use shall be conducted indoors. No outside storage or display shall be permitted
- **Retail sales shall be limited to sales that are clearly accessory to the primary residential use.**
 - ➡ **NIHBB** shall have no display or sale of retail goods and no stockpiling or inventory of a substantial nature.
- The use shall not occupy more than 25% of the total floor area, and shall clearly be secondary to the residential use.
- If more than one **Home Occupation** is associated with a dwelling the total impact calculations are aggregate.
- No activity related to the occupation that produces noise, noxious odor, vibration, glare, fumes, electrical or electronic interference shall be permitted.
- Storage, equipment and machinery, flammable or hazardous substances, solid waste and sewage discharge, shall be consistent with what is normally associated with residential use in the neighborhood.
- The main office of a medical doctor, chiropractor, or dentist shall not be permitted as a **Home Occupation**.
- Any tutoring or instruction shall be limited to no more than 3 students at a time.
- No commercial repair of motor vehicles.
- No manufacturing other than custom crafts and sewing.
- No delivery or pickup by tractor-trailer trucks.
- No excavating equipment shall be parked overnight on a residential lot or an adjacent street.
- **Two off-street parking spaces shall be required.**
- **Home Occupation** signs are permitted in **R-1** and **R-1A** districts and may be no more than 2 square feet in area.
 - ➡ **NIHBB** shall have no outside appearance of a business including parking, signs, or lights.

Referenced Ordinances §260-196 and §260-180A(1)(b)