



New Hanover Township
 2943 N Charlotte Street Gilbertsville, PA 19525
 610-323-1008 | permits@newhanoverpa.gov
Home Occupation Application

Part 1 – Owner Information

Property Owner: _____ Parcel #: _____
 Home Occupation Street Address: _____
 Mailing Address (if different from home address): _____

 Daytime Phone: _____ Email: _____

Part 2 – Home Occupation Information

Describe all activities involved in the proposed home occupation: _____

List all materials proposed to be used in the home occupation: _____

List all machinery and equipment to be used in the home occupation: _____

Describe the existing building(s): _____

Current interior square footage of the principal dwelling: 1st floor _____ 2nd floor _____

Portion of principal dwelling to be used for business (SF): 1st floor _____ 2nd floor _____

Portion of accessory structure to be used for business (SF): _____

How many off-street parking spaces will be provided? _____

How much additional vehicular traffic will be generated by the business: _____

- | | |
|--|--|
| Will the home occupation serve patrons or attract customers, clients, or students to the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you proposing an outside advertising sign with a face area larger than 3 square feet? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will the home occupation be conducted entirely within the principal residence? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will the home occupation be conducted entirely within an accessory structure? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will the home occupation be secondary or incidental to the residential use of the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will the owner/proprietor of the home occupation be a resident of the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will there be more than one person, whether paid or unpaid, employed by the practitioner of the home occupation to provide secretarial, clerical, or other similar assistance? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will the home occupation display any products within view of adjoining properties or streets? | <input type="checkbox"/> Yes <input type="checkbox"/> No |



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Will all of the goods available for retail sale, except those that are accessory to the home occupation, be produced on the premises? Yes No

Will there be any storage of products, materials, or equipment related to the home occupation in any place except a fully enclosed building? Yes No

Will the home occupation generate or discharge wastewater or effluent to a sewer system? Yes No

Will the home occupation involve the use of explosive, flammable, caustic, hazardous, or other potentially dangerous materials? Yes No

Will the home occupation create any noise, odor, dust, vibration, electromagnetic interference, smoke, heat, or glare that is perceptible at or beyond the property boundaries? Yes No

Is the business required by local, state, or federal regulations to provide a restroom? Yes No

Type of Home Occupation (please check the one that best describes your proposal)

Trade Service: Number of employees _____

Personal Service: Number of employees _____

Professional Office: Number of employees _____

Family Day Care: Number of children _____

Instructional Service: Number of employees _____

Home Crafts: Number of employees _____

Repair Service: Number of employees _____

Other (specify): _____

Part 3 – Plan Requirements

Attach plans that show the following features (at a minimum):

- All home occupation applications must include a floor plan of first floor of principal dwelling showing all rooms and hallways, labeled with size in square feet.
- An application for home occupation in an accessory structure must also include a plot plan of the property, showing:
 - Locations of existing structures labeled with structure type and area of structure footprint
 - Dedicated off-street parking in excess of requirements for principal use of the property
 - Height (from finished grade to highest point of structure), length, and width dimensions of accessory structure
- The area to be used for business purposes must be clearly marked on all plans

Part 4 – Acknowledgments and Signature

The undersigned acknowledges that all other required local, state, and federal permits for a home occupation must be acquired prior to conducting the home occupation at the proposed location. If signed by someone other than the property owner (such as a tenant, contractor, or other agent for the homeowner), this application has been authorized by the owner on record and said person has been authorized by the owner to complete this application on their behalf. A signed service contract may be submitted in lieu of property owner signature here.

Applicant Name (print): _____

Applicant Signature: _____ Date: _____