



New Britain Borough

45 Keeley Avenue ~ New Britain, PA 18901

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Home Occupation Use Permit Application

Business Name: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Zoning District: _____

Description of Business Activity: _____

List any changes or improvements needed to conduct business from your home:

Property Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Applicant Signature: _____ Date: _____

Zoning Officer's Signature: _____ Date: _____

Fee: \$75.00

Permit # _____

Home Occupation Rules and Regulations

An office for a professional business of a resident who may be self-employed or who may work for another employer, or contract or consult with another company or individual which does not involve any visiting by clients or patients and which does not use any employees on the premises and which does not involve any display of merchandise on the property. It is permitted on the same lot with and must be clearly incidental to a permitted dwelling in which the operator of the home office resides and may be permitted where it conforms with the following regulations:

- a. The home office shall be accessory to a single family residence and carried on wholly indoors and within the dwelling or other structure accessory thereto and shall be clearly incidental and subordinate to the residential use of the property.
- b. The home occupation must be carried on by the individual who resides at the property. No outside employees or contractors, other than members of the immediate family who also reside at the property, may be employed in the home office.
- c. There shall be no use of show windows or display or advertising visible outside the premises to attract customers or clients. No signs of any type are permitted.
- d. There shall be no exterior storage of materials.
- e. No external alterations, additions, or changes to the structure shall be permitted in order to accommodate or facilitate a home occupation.
- f. There shall be no retail sales on the property.
- g. There shall be no commodities sold or services rendered that require receipt or delivery of merchandise, goods, or equipment by other than passenger motor vehicle or by parcel or letter carrier mail service using vehicles typically employed in residential deliveries.
- h. The floor area devoted to a home occupation shall not be more than twenty-five (25) percent of the floor area of the principal residential structure.
- i. Not to be considered home occupations are the following: animal hospital; barber shops and beauty parlors or undertaking establishments; antique shop; tourist home; restaurants; roadside market; and rooming, boarding or lodging house.