



## Application for Home Occupancy Certificate – Home Office (HOC1)



ZPA _____
Approved by: _____
Approval Date: _____

**Fee\*: \$** \_\_\_\_\_

Make checks payable to PWC  
(\*in accordance with current [Fee Schedule](#))

<b>Applicant Information</b>	Name		Business Title		
	Business Legal Name		Doing Business As (DBA)		
	Mailing Address		City/State	Zip Code	
	Email		Phone		
<b>Property Information</b>	Owner Name		Owner Email		Owner Phone
	Address		City/State		Zip Code
Proposed Use					
Total Gross Floor Area of the Dwelling <sup>1</sup>			Gross Floor Area of the Existing Home Occupation (if any)		
Gross Floor Area of the Proposed Home Occupation			Cumulative Percentage of All HOC Areas <sup>2</sup>		
Authorized Agent(s) (Requires additional Affidavit)					
<b>Information to be Completed by Staff</b>					
GPIN	Zoning District	Magisterial District		Acreage	

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<sup>1</sup> The sum of total horizontal areas of the several floors measured from the interior faces of exterior walls.

<sup>2</sup> Gross floor area of all HOC areas shall not exceed 25% of the gross floor area of the dwelling.

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This certificate represents zoning approval to conduct the Home Occupation identified above.

1. No employees shall be permitted to work on the premises, except for family members residing in the dwelling. **Employees are individuals, members of a partnership, limited liability company and members and officers of a corporation and business trust associated with a business activity conducted within a dwelling unit.**
2. One company vehicle shall be permitted as accessory to a home occupation. A company vehicle is a passenger motor vehicle or light duty truck less than 7,500 pounds gross vehicle weight exclusively used in a business or commercial activity. The company vehicle must be kept in a garage, accessory building or in a designated parking space within off-street parking areas which meets or exceeds standards and regulations of the Zoning Ordinance and the Design and Construction Standards Manual.
3. The operation must be conducted entirely within a dwelling unit (not in any accessory structure, i.e., detached shed/garage) by the residents of that unit which is clearly incidental and secondary to the principal use as a dwelling unit.
4. No outside storage shall be permitted. Commercial deliveries and pickups of supplies associated with the use shall be limited to not more than one (1) per day and shall be made only during business hours.
5. The area devoted to the home occupation shall not exceed 25 percent (25%) of the gross floor area of the dwelling unit.
6. No customers or clients are permitted at the home.
7. Signs are not permitted.

I hereby apply for approval to conduct the Home Occupation identified above and certify that this address is my legal residence. I have read, understand, and will abide by the above conditions and restrictions on Home Occupations. This approval is based solely on the information provided herein. If such information should be proven inaccurate at a later date, approval will be considered invalid.

**Signature** \_\_\_\_\_

**Signed this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_