



North Wales Borough  
300 School Street  
North Wales, PA 19454  
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[www.northwalesborough.org](http://www.northwalesborough.org)

# HOME OCCUPATION PERMIT APPLICATION

**Permit Fee: \$80.00**

**Date Received:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Form of Payment:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

## PROPERTY INFORMATION

Address: \_\_\_\_\_

Parcel No.:  
14-00-

Block / Unit No.: \_\_\_\_\_

Zoning District: \_\_\_\_\_

## OWNER'S INFORMATION

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

## USE INFORMATION

Proposed Use of Property: \_\_\_\_\_

Business Name: \_\_\_\_\_

Date to Occupy: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Square Footage of Use: \_\_\_\_\_

Square Footage of Building: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_

Home Occupation Type: No-Impact

Minor

Day-care

Description of Use: \_\_\_\_\_

**PLEASE NOTE: ADDITIONAL INFORMATION RELATED TO THE USE MAYBE REQUIRED BY THE BOROUGH IN ORDER TO MAKE A DETERMINATION RELATING TO ZONING APPROVAL**

## APPLICANT'S SIGNATURE

**Application is hereby made to North Wales Borough for approval to use and occupy the aforementioned location. I certify that all the information on this application is correct. I agree to comply with all the ordinances and codes of North Wales Borough and the Commonwealth of Pennsylvania. I understand that an application for a home occupation and payment of the permit fee does not constitute issuance of a permit. I understand that approval from the Zoning Hearing Board maybe required as specified in the Zoning Code (Chapter 208). The applicant is responsible for scheduling the inspection(s) with the Borough.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY THE BOROUGH**

Date of Inspection: \_\_\_\_\_

Occupant: \_\_\_\_\_

Property Address: \_\_\_\_\_ Use Classification: \_\_\_\_\_ Construction Type: \_\_\_\_\_

<b>No-Impact Home Occupation Inspection Checklist</b>	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>
1. The business activity shall be compatible with the residential use of the property and surrounding residential uses.			
2. The business shall employ no employees other than family members residing in the dwelling.			
3. There shall be no display or sale of retail goods and no stockpiling or inventory of a substantial nature.			
4. There shall be no outside appearance of a business use, including, but not limited to, parking, signs or lights.			
5. The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors or electrical interference, including interference with radio or television reception, which is detectable in the neighborhood.			
6. The business activity may not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood.			
7. The business activity shall be conducted only within the dwelling and may not occupy more than 25% of the habitable floor area.			
8. The business may not involve any illegal activity.			

Passed Inspection:    Yes                      No

Inspector: \_\_\_\_\_

Signature: \_\_\_\_\_

**TO BE COMPLETED BY THE BOROUGH**

Date of Inspection: \_\_\_\_\_ Occupant: \_\_\_\_\_

Property Address: \_\_\_\_\_ Use Classification: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Minor Home Occupation Inspection Checklist	Pass	Fail	Comments
1. No other persons except a resident in the dwelling shall practice the occupation therein.			
2. No more than two persons shall be employed by the practitioner at any time.			
3. The area used for the practice of a home occupation shall occupy no more than 25% of the total floor area of the dwelling unit. Each dwelling or residential lot shall be limited to no more than one home occupation.			
4. No storage of materials or products in open areas shall be permitted.			
5. No retail sales shall be permitted except for articles or works of art produced solely on the premises, and in no event shall goods be publicly displayed on the premises.			
6. No heat or glare shall be perceptible at or beyond the lot boundaries.			
7. No potentially dangerous effluent or fumes from operations shall be produced or stored on the premises.			
8. No material designed for use as an explosive shall be produced or stored on the premises.			
9. Home day care for not more than a total of three children, unrelated to the caregiver, shall be permitted.			

Passed Inspection:    Yes                      No

Inspector: \_\_\_\_\_

Signature: \_\_\_\_\_

## TO BE COMPLETED BY THE BOROUGH

Date of Inspection: \_\_\_\_\_ Occupant: \_\_\_\_\_

Property Address: \_\_\_\_\_ Use Classification: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Day-care Home Occupation Inspection Checklist	Pass	Fail	Comments
1. The lot must conform to the minimum frontage, width, area and yard requirements of the district in which it is situate and shall not be reduced.			
2. An outdoor lot area of at least 2,000 square feet shall be reserved for a play area and shall be located in the rear yard only, and not within any required side yard.			
3. There shall be a minimum of 40 square feet of floor space per child, inclusive of space occupied by furniture and equipment, but exclusive of closets, halls, bathrooms, kitchens and areas related thereto, which shall be on the first or second floor above grade of the single-family detached dwelling structure utilized for such purpose. A second means of pedestrian access from the second floor, if required by any public law or regulation, shall be covered and enclosed so as to be concealed from view from perimeter property lines.			
4. A minimum outdoor play area of 65 square feet of contiguous area shall be provided for each child as a recreational area for the children. This area shall not include any impervious surface or parking areas. The play area shall not be located in the minimum yard areas required by this chapter or other Borough ordinances. Play areas shall not include any swimming or ornamental pool.			
5. Areas for outdoor recreation shall be visually screened for immediate year-round basis to a height of not less than four feet when natural shrubbery or evergreen trees are utilized or six feet when a fence is utilized.			
6. The building shall conform to any and all regulations of the Commonwealth of Pennsylvania for child day care, as well as all applicable regulations for fire and panic, and have no barriers for the handicapped, and shall conform to all Borough codes. All applicable state or county licenses and certifications of approval shall be provided to the Code Enforcement Officer as a condition of occupancy.			
7. Signs and outdoor illumination shall be prohibited except as may be permitted under Article XIV.			

Passed Inspection:    Yes                      No

Inspector: \_\_\_\_\_

Signature: \_\_\_\_\_