



# CITY OF HERMITAGE

800 North Hermitage Road Hermitage, PA 16148

Phone: 724-981-0800 Fax: 724-981-2008 [www.hermitage.net](http://www.hermitage.net)

Permit Number:

For City Use Only:

## HOME OCCUPATION PERMIT

Permit Fee: \$50.00

Updated August 30, 2021

### APPLICANT INFORMATION (Please Print or Type)

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

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

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

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

What is the Applicant's Interest in the premises affected?  OWNER  TENANT

Does the property owner consent to the request?  Yes  No

**SITE DATA – BUSINESS NAME:** \_\_\_\_\_

Location of Subject Property: \_\_\_\_\_

Zoning District of Subject Property: \_\_\_\_\_ Required Narrative attached?  Yes

Required Site Plan Attached?  Yes Required Sign Info Attached:  Yes

*Home Occupations are a potential intrusion upon residential areas and as such must meet ALL the requirements listed in this section (as per Section 321.270 of the Hermitage Zoning Ordinance)*

### **321.270. HOME OCCUPATION**

- A. The owner shall be required to obtain a zoning permit prior to operation and shall provide to the City proof of compliance with the Uniform Construction Code standards for any and all structures used to house the home occupation.
- B. In addition to providing the required parking spaces for residents of the dwelling units, off-street parking must be provided for employees and customers in accordance with the criteria set forth by this Ordinance.
- C. No more than 1 outside employee, other than a family member, shall participate or work in the home occupation.
- D. No home occupation which would cause undue noise, traffic or other intrusion upon the neighborhood shall be allowed. Among the activities excluded shall be kennels, veterinary offices, restaurants, small motor repair, automotive repair, automotive body work and similar undertakings.
- E. Home occupations may include, but are not limited to, art studios, music studios (limited to one student at a time), professional services, dressmakers, barber shops and beauty shops.
- F. The nature of the home occupation shall not change the outward characteristics of the home as a residential unit.
- G. No more than 30%, in aggregate, of the home and accessory buildings may be used for a home occupation.
- H. One sign no larger than 2 square feet may be used to announce the name or purpose of the home occupation.
- I. Home occupations shall not operate before 8:00 A.M. nor after 9:00 P.M.
- J. Any retail sales shall consist primarily of items made on the premises. No more than 25% of on-premises sales shall be from items not made on the premises.
- K. No more than one home occupation per dwelling shall be permitted.

***This permit is for zoning approval only. Certain types of home business may be subject to live/work unit regulations governed by the Pennsylvania Uniform Construction Code (UCC). Please contact the Hermitage Building Code Officer at (724) 981-0800 to discuss the specifics of your project and to determine applicability.***

SUBJECT TO UCC?:  YES  NO

I hereby acknowledge that the above information is true and correct, that I have read the above requirements for home occupations and certify that the proposed business complies with ALL provisions of the Hermitage Zoning Ordinance and other applicable regulations.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ADMINISTRATIVE USE ONLY

Permit Approved Issuing Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
 Permit Denied Fee Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_



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### APPLICANT:

To operate a home occupation in the City of Hermitage, you must secure a Home Occupation Permit, which has a fee of fifty dollars (\$50.00). You must submit a narrative that details the nature of your proposed home business, providing as much as possible (examples: which part of the home will be used in the operation of the business; will the public be coming to your home to conduct business and, if so, where will the off-street parking be located; etc.). Please use the requirements of Section 321.270 of the Hermitage Zoning Ordinance as a framework for generating the required narrative (refer to the attached Home Occupation Permit Application for regulations). A Home Occupation Permit Application that does not have an accompanying narrative will not be processed.

All home occupations must meet the requirements of Section 321.270 of the Hermitage Zoning Ordinance. Upon submission of a completed application and narrative to the City of Hermitage Building and Zoning Department, City staff will review the application with regard to Section 321.270 of the Zoning Ordinance. If your application is complete and your home occupation is in compliance, the City will contact you to complete the application process and issue your permit.

**Definition of Home Occupation:** Any use customarily carried on a residential property by the occupants thereof, which use is clearly incidental and subordinate to the use of the dwelling for dwelling purposes and does not change the residential character thereof. This is an allowable accessory use in RR, SR1, SR2, NMU, & CC zoning districts. Please note that some developments may have deed restrictions regarding home businesses. While we do not enforce these restrictions, please ensure that your proposed use is allowed as per your deed.

Home Occupation is not to be confused with Home-Based Business, which is defined as: A business or commercial activity administered or conducted as an accessory use which is clearly secondary to the use as a residential dwelling and which involves no customer, client or patient traffic, whether vehicular or pedestrian, pickup, delivery or removal functions to or from the premises in excess of those normally associated with residential use. This use has the following requirements:

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.



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5. The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors or electrical or electronic 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.

Home-Based Business is allowed as an accessory use in the RR, SR1, SR2, MHP, NMU, IN, CC, B2, NC1, NC2, LI, & HI zoning districts. There is no permit required for this type of business.

If you have any questions regarding home occupations, please contact the City of Hermitage Building & Zoning Department at 724-981-0800.

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