Received

City of Portsmouth, NH

1 Junkins Ave, (603) 610-7243
www.cityofportsmouth.com

BOA ___

Building Permit Application -- HOME OCCUPATION 1 or 2

Office Use: Cost of All Construction: $_____ Fee: $_____ Chk #: _____ Cash: ___

Zoning District: _____ HD: ___ DOD: ___ Map #: _____ Lot #: _____ Building Permit # : _____

Print in Ink or Type. *Complete all blanks or indicate "N/A" if not applicable.*

PROPERTY OWNER		
Name:		
Address:		
City:	State:	Zip:
Phone:	Cell Phone:	
E-mail:		

PERMIT APPLICANT		
Name:		
Address:		
City:	State:	Zip:
Phone:	Cell Phone:	
E-mail:		

Address of Home Occupation: _____ **Unit #:** _____

Existing Use of Property: (check box) □ Single Family Home □ Other (describe) _____

Description of Home Occupation: _____

Where will the home occupation be located?
□ Main Building
□ Accessory Bldg (describe)_____

Gross Floor Area (sq. ft.) devoted to business: _____
Number of Off-Street Parking Spaces on property: _____
# of these spaces provided for home occupation: _____

All home occupations must comply with the following regulations:

(a) Conducted entirely within a dwelling or an existing accessory building, and with no change to the character of the dwelling or accessory building;
(b) Maximum floor area devoted to home occupation is 300 square feet; (please provide **floor plan**)
(c) No outdoor storage of materials or products related to home occupation;
(d) Outdoor parking of no more than one vehicle related to the home occupation; (please provide **site plan**)
(e) No deliveries by vehicles with more than two axles.

Please indicate **Home Occupation 1 or 2** (the following conditions must be met in addition to above regulations):

□ **Home Occupation 1**

- No nonresident employees;
- No sign related to the business;
- No client, vendor or general public visitation;
- No deliveries other than by regular postal service and no more than one package delivery service truck (e.g., FedEx, UPS, etc.) per day.

□ **Home Occupation 2**

- No more than one non-resident employee;
- Hours of operation between 8am and 5pm;
- Sign permit (separate permit) required for any exterior signs

I certify that the information given is true and correct to the best of my knowledge and that no change from the above information will be made without approval of the Building Inspector. I further acknowledge that the proposed structure or improvements shall not be occupied or otherwise utilized without the issuance of a Building Certificate of Occupancy and only after all necessary inspections have been requested and completed.

_____	_____	_____
Signature of Applicant	Date	If Not Owner, State Relationship