

Township of Muhlenberg
 210 George Street
 Reading, PA 19605



Code Enforcement Department
 Permit No. _____

Home Occupation Application For Zoning Permit

(Revised May 2015)

PART A: To Be Completed By Owner/Applicant		
Name Of Owner:	Address:	
Phone No:		
Name Of Applicant, If Other Than Owner:	Address:	
Phone No:		
Name Of Contractor:	Address:	
Phone No:		
Property Location:		
Subdivision Name:	Lot No:	Lot Area:
Tax PIN:	Zoning District:	
APPLICATION Is Hereby Made For The Following Home Occupation:		
Home Occupation Category <input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2		
<i>Home occupation Category descriptions must be accepted/declined and can be found on page 2.</i>		
DESCRIPTION OF WORK TO BE PERFORMED: _____		
Building/Structure & Lot Coverage Information: (Proposed Building/Structure unless otherwise noted)		
Building/Structure Footprint Area (sf):	New Construction:	Existing:
Home Occupation (sf):	New Construction:	Existing:
Estimated Costs:		
Include General HVAC, Electrical and Site Work: \$ _____ (contractor/home improvement estimates acceptable)		
Plumbing: \$ _____ (only list if applicable)		Only if renovations will be made to the home for the home occupant
Total: \$ _____		
PART B: TO BE COMPLETED BY THE ZONING OFFICER		
**It is the responsibility of the owner and/or applicant to obtain any other permits or approvals required.		
Fees:		
Zoning Permit: \$ _____	Check No. _____	Date Paid: _____
Approval/Denial:		
<input type="checkbox"/> Application Approved *		Permit Expiration Date: _____
<input type="checkbox"/> Application Denied		
Reason(s) for Denial:		
Zoning Officer's Signature: _____		Date: _____
* The Owner/Applicant is advised that deed restrictions or covenants may prohibit this activity. It is the Owner/Applicant's responsibility to review and comply with these restrictions. Approval of this permit application by the Zoning Officer does not relieve the Owner/Applicant from complying with these restrictions.		

Category 1 - home occupations: 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 a residential use.

Category 2 - home occupations: a business or commercial activity administered or conducted as an accessory use, which is clearly secondary to a single-family residential dwelling and which involves some 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 a residential use.

Category 1 home occupations shall be permitted by right in the R-1, R-2, R-3, R-4, R-5, C-1, C-2, C-3 and SA-1 Zoning Districts and by special exception in the I-1 and I-2 Zoning Districts, subject to the following requirements:

Accept/Decline

(1) The home occupation shall be conducted within an approved residential dwelling unit which complies with the minimum and maximum dimensional requirements of the zoning district in which the use is located.

(2) The home occupation shall be conducted only within the dwelling and may not occupy more than 25% of the gross floor area of the residential dwelling unit.

(3) The home occupation shall include only lawful uses which shall be clearly secondary to the residential use and shall be compatible with surrounding residential uses.

(4) The home occupation shall employ no employees other than family members residing in the dwelling.

(5) There shall be no visual display or sale of retail goods.

(6) There shall be no stockpiling, storage or inventory of products of a substantial nature.

(7) There should be no outside appearance of a business use, including but not limited to parking, signs or lights.

(8) The home occupation may not use any equipment or process, which creates noise, vibration, glare, fumes, odors, electrical or electronic interference, including interference with radio or television reception, which is detectable in the neighborhood.

(9) The home occupation may not generate any solid waste or sewage discharge in volume or type which is not normally associated with residential use in the neighborhood.

(10) No more than one home occupation shall be permitted per residential unit.

Category 2 home occupations shall be permitted by right in the R-1, R-2, R-3, C-2, C-3 and SA-1 Zoning Districts and by special exception in the I-1 and I-2 Zoning Districts, subject to the following requirements:

(1) The home occupation shall be conducted within an approved single-family detached dwelling unit, which complies with the minimum and maximum dimensional requirements of the zoning district in which the use is located.

(2) The home occupation shall be conducted only within the dwelling or an approved residential structure which may not occupy more than 25% of the gross floor area of the single-family detached residential unit.

(3) The home occupation shall include only lawful uses which shall be clearly secondary to the residential use and shall be compatible with surrounding residential uses. The exterior appearance shall be maintained as a single-family detached residential use.

(4) The home occupation shall be limited to the family members residing within the dwelling plus two additional persons to provide support services and assistance.

(5) There shall be no visual display or sale of retail goods.

(6) There shall be no stockpiling, storage or inventory of products of a substantial nature.

Accept/Decline

(7) The home occupation may not use any equipment or process which creates noise, vibration, glare, fumes, odors, electrical or electronic interference, including interference with radio or television reception, which is detectable in the neighborhood.

(8) No manufacturing, repairing or other mechanical work shall be performed in any open area. All such activities shall be conducted in such a manner that they are not detectable or noticeable at or beyond the property line.

(9) The home occupation may not generate any solid waste or sewage discharge in volume or type which is not normally associated with residential use in the neighborhood.

(10) No more than one home occupation shall be permitted \per residential unit.

(11) An off-street parking area shall be provided to meet the following requirements: two parking spaces shall be provided for the residential use; one parking space shall be provided for each employee not residing within the dwelling; and no more than two parking spaces shall be provided for guests or patrons. The maximum number of off- street parking spaces shall be limited to six parking spaces which shall not include any garage spaces and shall be designed to comply with the appropriate provisions of Article X of this chapter.

(12) A sign displaying the name and address of the home occupation may be permitted, subject to the following requirements: no more than one such sign shall be erected on the lot; the area of the sign shall not exceed two square feet in size; and the sign shall be either fixed flat on the main wall of the building or may be erected in the front yard, but not within 10 feet of the cartway.

STATEMENT BY APPLICANT, OWNER and/or OWNER'S AGENT:

I hereby certify that I am the OWNER or the AGENT of the OWNER, that I am authorized to make this application and that the information contained in this application is accurate to the best of my knowledge. Further, I/we agree to adhere to all applicable Township of Muhlenberg Ordinances and Regulations. I/we are also aware that a ZONING PERMIT, issued by Township of Muhlenberg shall be required prior to use or occupancy of the building or structure.

Signature of Applicant: _____ Date: _____

Signature of Property Owner/Agent: _____ Date: _____