

**APPLICATION FOR HOME OCCUPATION PERMIT  
DEPARTMENT OF DEVELOPMENT SERVICES  
CITY OF SOMERSWORTH, NEW HAMPSHIRE**

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Case Number: \_\_\_\_\_

1) Location of property: \_\_\_\_\_

2) Assessor's Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

3) Property owner: \_\_\_\_\_

Address (Street/City/State/Zip): \_\_\_\_\_

Telephone & Email: \_\_\_\_\_

4) Name of applicant (if different than owner): \_\_\_\_\_

Address (Street/City/State/Zip): \_\_\_\_\_

Telephone & Email: \_\_\_\_\_

5) Description of proposed home occupation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6) Please provide a sketch of the subject property, which includes the following:

- a) Location and dimensions of property;
- b) Location and dimensions of all structures on the property;
- c) Locations and dimensions of parking and loading areas and access points; and,
- d) Any additional information, which may be requested by the Division of Economic Development and Planning staff.

7) Will the home occupation be conducted in the primary residential structure? \_\_\_\_\_

8) What is the total area of the primary residential structure? \_\_\_\_\_

9) How many dwelling units currently exist in the primary residential structure? \_\_\_\_\_

10) Will any structure(s) other than the primary residence be used for the operation of the home occupation? If so, what is the area of the structure(s)? \_\_\_\_\_  
\_\_\_\_\_

11) How many total square feet will be used in the conduct of the home occupation? \_\_\_\_\_  
\_\_\_\_\_

- 12) Does the owner of the proposed home occupation currently reside in the primary residential structure? \_\_\_\_\_
- 13) Are there any other home occupations currently in operation on the subject property? If so, please describe: \_\_\_\_\_  
\_\_\_\_\_
- 14) Will there be any outside storage of materials associated with the home occupation? If so, please describe: \_\_\_\_\_  
\_\_\_\_\_
- 15) How many people, other than the owner of the home occupation, currently residing in the subject property, will be employed in the home occupation? \_\_\_\_\_
- 16) How many people, other than the owner of the home occupation, who do not live at the subject property, will be employed in the home occupation? \_\_\_\_\_
- 17) What are the proposed hours of operation? \_\_\_\_\_
- 18) What is the maximum number of students/customers expected on the property at any one time? \_\_\_\_\_
- 19) How many parking spaces currently exist on the subject-property? \_\_\_\_\_  
Will the number of vehicles parked on the property increase as the result of the home occupation? If so, please explain: \_\_\_\_\_  
\_\_\_\_\_
- 20) Will deliveries associated with the home occupation be made to the property? \_\_\_\_\_  
If so, how and when will these deliveries be made? \_\_\_\_\_  
\_\_\_\_\_
- 21) Does the home occupation involve the retail sales of goods? If so, please describe: \_\_\_\_\_  
\_\_\_\_\_
- 22) Does the home occupation involve the manufacture of goods on site, which requires mechanical equipment? If so, please describe: \_\_\_\_\_  
\_\_\_\_\_

I/We hereby apply for a permit for a home occupation and by doing so state that, to the best of my/our knowledge, the information provided on this application is accurate and complete. If the application for the home occupation is approved, I/We will comply with all of the ordinances of the City of Somersworth, in the operation of the proposed use. I/We agree to allow the Code Enforcement Officer to inspect the subject property upon demand, to ensure compliance with all requirements. I/We understand that if violation of any of the criteria and conditions for a home occupation as outlines in the Zoning Ordinance occurs, the permit for the home occupation is subject to revocation.

Signatures\* :

Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner (required): \_\_\_\_\_ Date: \_\_\_\_\_

\* If the subject property is identified as a condominium according to the records of the Strafford County Registry of Deeds, the signature of the Chief Executive Officer of the Association is required.

### **FILING PROCEDURES AND FEES**

Application shall be filed with the Department of Development Services. A \$75.00 fee for review of the application must be submitted with the application. The permit shall expire on September 30<sup>th</sup> of each year. A permit may be renewed by filing a form for that purpose with the Department of Development Services and the payment of the annual renewal fee of \$25 on or before October 1<sup>st</sup> of each year.

### **OFFICE USE ONLY**

- ☐ APPROVED
- ☐ APPROVED WITH THE FOLLOWING CONDITIONS: \_\_\_\_\_
- \_\_\_\_\_
- ☐ DENIED

City Planner's Signature: \_\_\_\_\_