

# CITY OF AUGUSTA

## HOME OCCUPATION LICENSE

Applicant/Resident Name: \_\_\_\_\_

Applicant/Resident Phone: \_\_\_\_\_ Applicant/Resident Email: \_\_\_\_\_

Location of Home Occupation: \_\_\_\_\_ Tax Map: \_\_\_\_ Lot: \_\_\_\_ Zone: \_\_\_\_

Property Owner Name and Address (if different): \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Property Owner Email: \_\_\_\_\_ Authorization:  Yes  No

Home Occupation Business Name: \_\_\_\_\_

Home Occupation Description: \_\_\_\_\_

**1. Is your home occupation proposal an auto service/repair business?**

Yes  No Explain: \_\_\_\_\_

*No auto repair/service home business shall be licensed if it did not exist as a legal home business on January 1, 2019. All existing auto repair/service home businesses shall obtain a nontransferable license and may continue operating as long as the original licensee is able to renew the license as required by this ordinance*

**2. Will the home occupation be carried on by a member of the family who permanently resides in the dwelling?**

Yes  No Explain: \_\_\_\_\_

**3. Will the home occupation be clearly incidental and compatible with the use of the dwelling unit?**

Yes  No Explain: \_\_\_\_\_

**4. Will the home occupation be operated entirely within the principal dwelling or from an accessory structure?**

Yes  No Explain: \_\_\_\_\_

**5. Will the home occupation occupy less than thirty percent (30%) of the floor area of the dwelling unit?**

Yes  No Explain: \_\_\_\_\_

**6. Will the home occupation be imperceptible from the street or neighboring properties except for the existence of one optional "name" sign? See § 300-516 for property owner "name" sign standards.**

Yes  No Explain: \_\_\_\_\_

**7. Will the home occupation maintain the residential character of the structure, lot or neighborhood?**

Yes  No Explain: \_\_\_\_\_

*Products, equipment or vehicles shall not be stored or displayed outdoors or visible through windows.*

**8. Will the home occupation employ persons other than family members residing in the home?**

Yes  No Explain: \_\_\_\_\_

*A home occupation shall be carried on by residents of the dwelling unit, with not more than one person who is not a resident of the dwelling unit. The owner's written permission is required for said home occupation if the resident is a tenant.*

**9. Will the traffic generated by the home occupation be in any greater volumes than would ordinarily be expected in the neighborhood?**

Yes  No Explain: \_\_\_\_\_

**10. Will the parking needs of the home occupation be met off the street?**

Yes  No Explain: \_\_\_\_\_

Number of spaces required for residential dwelling unit (2 spaces/unit) = \_\_\_\_\_

Number of spaces required for home occupation = \_\_\_\_\_

Total number of spaces required = \_\_\_\_\_

**11. Does the home occupation involve the use of equipment or processes which create noise, vibration, glare, fumes, odors, or electrical interference?**

Yes  No Explain: \_\_\_\_\_

**12. Will the home occupation involve the sale of products?**

Yes  No Explain: \_\_\_\_\_

*The sale of products shall be limited to those which are grown, crafted, assembled, or substantially altered on the premises; to items ordered off the premises by customers; and to items which are accessory and incidental to a service which is provided on the premises.*

*Please be aware of any deed restrictions you may have prohibiting you from conducting the described home occupation. The City of Augusta does not enforce deed restrictions. Planning Board review, as a conditional use, shall be required for any applicant wishing to exceed the above-stated limitations.*

*The applicant agrees to comply with City of Augusta Land Use Ordinance § 300-510 Home Occupations. Inspection of premises is permitted by a Code Enforcement Officer or other city staff as necessary for initial application, relicensing, or occasional compliance inspections. Should the applicant no longer reside at the location specified in this application, the home occupation will cease to exist and the Code Enforcement shall be notified of such change. Renewal of home occupation licenses will be conducted on a three year term, based on date of initial application approval. Deviation from compliance from Home Occupation standards is grounds for revocation of the Home Occupation License.*

**Applicant/Resident Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE (OFFICE USE ONLY)**

Zoning review by: \_\_\_\_\_ Date permit issued: \_\_\_\_\_

License number: \_\_\_\_\_ Planning Board review required:  Yes  No

CSZONE \$15  
CSBLDG \$15  
Total fees \$30

Sprinkled?	Yes	No
Handicapped?	Yes	No
Within 100 year flood area?	Yes	No
Permit Status Code:	_____	
Zoning Class Code:	_____	
NBC Use Group Code:	_____	
Construction Type Code:	_____	
Improvement Type Code:	_____	