



OFFICE OF COMMUNITY DEVELOPMENT

**Homer Municipal Building
19 Moore Street – 2nd Floor
Belmont Massachusetts 02478-0900
Telephone: (617)993-2664 Fax: (617)993-2651**

HOME OCCUPATION APPLICATION

NAME: _____ Date: _____

D/B/A: _____

ADDRESS: _____ PHONE # _____

HOMEOWNER TENANT (If tenant, a letter of consent from the landlord must accompany your application.)

Brief Description of Business: _____

Applicant certifies compliance with items A-I: Section 3.4.2, Home occupations, of the Zoning Bylaw

Home occupations are permitted within a dwelling (but not its accessory buildings), subject to the following:

- a) there is no exterior display or visible storage of supplies or equipment to be used on or off the premises or other variation from the residential character of the premises,
- b) no more than one third of the habitable floor area of the residence is to be used for home occupations,
- c) not more than one person who is not a member of the household is employed on the premises in the home occupations,
- d) the production of offensive noise, vibration, odors, fumes, smoke, dust or other particulate matter, heat, humidity, glare, or other objectionable effects shall be prohibited,
- e) no articles are sold or offered for sale on the premises,
- f) traffic generated, including pick up and deliveries, does not exceed that normally expected in that residential neighborhood, and
- g) all parking required to service home occupations is provided for off-street, other than within a required front yard.
- h) If a home occupation results in patrons or clients visiting the premises or if there is a sign indicating the occupation, such home occupation is allowable only upon special permit acted on by the Board of Appeals under the criteria in Section 7.4.3 of the Zoning Bylaw.
- i) A Certificate of Occupancy is required (for a new building) prior to establishing a home occupation, or re-establishing one following termination, and shall be issued for a period of no greater than four years, to be extended only following determination by the Building Inspector that the use continues to comply with the Zoning Bylaw.

Applicant's Certification (Signature)

A check payable to "Town of Belmont" in the amount of \$30.00 must accompany your application. **Upon receipt of the Home Occupation Certificate, you must register the business with the Town Clerk and obtain a Business Certificate.**

Rev. 9/2014

Office Use Only
Comments or conditions _____

Permit # _____

Expiration Date _____

Glenn R. Clancy, P.E.
Director