

**TOWNSHIP OF O'HARA
325 FOX CHAPEL ROAD
PITTSBURGH, PA 15238
(412) 782-1400 FAX (412) 782-4530**

PROCEDURAL GUIDE FOR HOME OCCUPATION REGISTRATION

INITIAL APPLICATION

- ① Submit completed application.
- ② Submit initial Home Occupation fee of \$50.00.
- ③ The application will be reviewed and you will be contacted to schedule an inspection of the premises within fifteen (15) days.
- ④ You will be notified in writing of either approval or denial of the Home Occupation request. If approved, the Home Occupation Permit is valid for a period of one year from the date of approval. If denied, you may appeal the decision to the O'Hara Township Zoning Hearing Board.

RENEWAL: Home occupation permits may be renewed annually provided there has not been any violation of the provisions of Section 72-13.96 of the O'Hara Township Zoning Ordinance. Requests for renewals shall be submitted to the Zoning Officer, in writing, accompanied by a renewal fee of \$25.00 one (1) month prior to the expiration of the permit. Payment may be made by check, money order, or Visa/Mastercard. If paying with credit card, the following two lines are required to be completed by applicant.

Visa/Mastercard 16 digit Number _____

Cardholder Signature _____

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 HOME OCCUPATION REGISTRATION

NAME: _____

ADDRESS: _____

PHONE NUMBERS: DAY _____ EVENING _____ FAX _____

NAME AND SOCIAL SECURITY NUMBER OF ALL INDIVIDUALS INVOLVED IN THE HOME OCCUPATION, INCLUDING FAMILY MEMBERS:

<u>NAME</u>	<u>SS #</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DESCRIBE HOME OCCUPATION IN SUFFICIENT DETAIL TO DETERMINE COMPLIANCE WITH SECTION 72-13.96 OF THE O'HARA TOWNSHIP ZONING ORDINANCE:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| | | <u>Y</u> | <u>N</u> |
| 1. Will there be any alteration(s) made to the structure to accommodate the home occupation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered yes, describe alterations: _____

- | | | |
|---|--------------------------|--------------------------|
| 2. Will the primary use of the property be residential? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will vehicular traffic increase as a result of the home occupation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will all parking be off street?
Number of parking spaces provided: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will any part of the home occupation be carried on outside of the premises? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will any materials be stored outside of the premises? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will the home occupation generate any noise or odors?
If yes, describe: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
- _____

- | | | | |
|-------------|--|--------------------------|--------------------------|
| | | Y | N |
| 8. | Does the home occupation involve wholesale or retail sales of products not produced on the premises? (Does not include telephone transaction or sporadic sales where no inventory is kept on the premises such as Tupperware sales.) If yes, describe: | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> | | | |
| 9. | Will more than three persons be involved in home occupation, including family members? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Will there be more than two business visitors at any one time? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Will the space utilized for the home occupancy exceed 250 square feet? | <input type="checkbox"/> | <input type="checkbox"/> |

ADDITIONAL COMMENTS

NOTE: No advertising/signage is permitted on site, including business signs on vehicles.

UNDER PENALTY OF LAW, I(WE) CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

NAME PRINTED _____
SIGNATURE _____
NAME PRINTED _____
SIGNATURE _____
DATE _____

NOTE: Approved registrations are valid for a period of one year. The initial fee is \$50.00. Requests for renewal must be submitted in writing, along with the renewal fee of \$25.00, one month prior to expiration of Home Occupation Permit.

Township Use Only	Date Received _____	Inspection Date _____
Approved By _____	Date _____	
Denied By _____	Date _____	
Reason(s) _____	_____	

REQUEST FOR RENEWAL: _____
Date Received _____ Fee _____ Date Approved _____
If paying by Visa/Mastercard, 16 digit number _____
Expiration Date _____ Signature _____

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INSTRUCTIONS: Please complete renewal application including sworn affidavit and return with renewal fee of \$25.00.

**HOME OCCUPATION
ANNUAL RENEWAL APPLICATION**

NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

DESCRIPTION OF HOME OCCUPATION

Have any changes occurred to the home occupation that violate Section 72-13.96 of the O'Hara Township Zoning Ordinance (copy attached). YES NO

AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA, COUNTY OF ALLEGHENY:

Before me, the undersigned authority in and for the Commonwealth and County aforesaid personally appeared:

who, by me, first duly sworn according to law depose(s) that he, she or they (is or are) the owner(s) of the above described property, that all of the statements contained above are truly and correctly set forth to the extent and character of the work for which this application is made.

(Signature of Owner)

Sworn to and subscribed before me this _____ day of _____ 20____
(Affix Seal of Office)

(Notary Public, Justice of the Peace or Alderman)

My Commission expires _____ 20____

Township Use Only	
Date Received _____	Renewal Expires _____
By _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Visa/Mastercard Number _____ (16 digits)	
Cardholder Signature _____	