



Kennett Township Home Occupation Permit Application

Checklist for Submission:

- Signed and completed application form (3 pages)
 - Plot plan of property depicting business space
(Please see "PLOT PLANS" under our FORMS page for more information)
- Check for \$100 made out to "Kennett Township" for application fee. Payments can also be made with credit card, please see application

All forms can be sent to: Kennett Township/Permits

801 Burrows Run Road Chadds Ford PA 19317

Forms can also be emailed to:

permits@kennett.pa.us



**HOME OCCUPATION
HOME BASED BUSINESS
APPLICATION**

Permit #: _____
TP # 62- _____
Zoning: _____

801 BURROWS RUN ROAD, CHADDS FORD, PA 19317 PHONE:
610-388-1300 ext 110 EMAIL: permits@kennett.pa.us

The purpose of this application is to apply for a permit for home occupation, which is classified as either a no-Impact home based business, or a home-based business as defined in Section 240-201 of the Kennett Township Code and regulated by the provisions of Sections 240-1918 (Home Occupations).

(Please Print)

Applicant Information:

Name: _____
Address: _____
City, State, Zip: _____
Phone/Cell No.: _____
Email: _____

Payment Information: _____ I have enclosed a check made out to "Kennett Township".
_____ I will pay with a credit card, please send me an invoice.

Property Information (if different from above):

Property Owner's Name & Address: _____

Proposed Use

Type of Use : _____

Square Footage of Dwelling Unit: _____

No-Impact Home-Based Business

Home-Based Business

Nature of the proposed business – Please provide detailed information including customer traffic, employees, etc.:

Business Name (If Applicable): _____

Square Footage Devoted to Business Use: _____
(A plan depicting business space must also be submitted, see page 2)

Questions

No. Per Day

Will you have customers or clients visit your business?	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
Will you have non-family employees on-site?	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
Will you have non-family volunteers on-site?	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
Will you have independent contractors on-site?	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
Will you have deliveries made to you on-site?	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
How will deliveries be made?			_____
Will you conduct direct sales of products or services on-site?	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
Will you erect a sign? (If yes, attach plan of sign)	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
Do you have a business vehicle(s)?	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
Does your vehicle(s) have a sign attached?	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
How will you advertise your business?			_____
What are your hours & days of operation?			_____
Does your business require a license or permit from any federal, state, or county agency?	<input type="checkbox"/> Y	<input type="checkbox"/> N	

Please list all vehicles and equipment associated with your business:

Vehicles	Number	Weight (for vehicles)

What other businesses are operated from your property?

Type of Home:

- Single Family Detached Dwelling Multi-family Dwelling

This application must be accompanied by the following:

- Plot plan of the property showing all structures, driveways and existing landscaping.
- Plan showing proposed off-street parking areas (if applicable), landscaping and sign location.
- Floor plan of the building used for the proposed business, with business space clearly delineated.
- Copy of all permits or licenses required by other agencies.

Engineered plans are not required; however, the plan must include sufficient detail so that the Township can determine if the requirements for the proposed use have been met.

Certification

I hereby certify that the owner of record authorizes the proposed use. Furthermore, I have been authorized by the owner to make this application, and I agree to conform to all applicable requirements related to the proposed use. This application has been examined by me and to my knowledge and belief is a true, correct and complete application.

By action of applying for a permit, the applicant grants permission for the Zoning Officer or such other Township Official, to inspect the property prior to the issuance of a permit and during the conduct of the proposed use.

Owner Signature: _____ Print Name: _____
Date: _____ - _____

Applicant Signature: _____ Print Name: _____
Date: _____

Payment:

_____ Check made out to "Kennett Township" is enclosed
_____ I will pay with a credit card, please send email an invoice

OFFICIAL USE ONLY

Classification of Use:

No-Impact Home-Based Business Home-Based Business Prohibited

APPROVAL:

YES NO

Comments:

Official Signature: _____ Date: _____

Permit No.: _____

KENNETT TOWNSHIP
HOME OCCUPATION APPLICATION

§ 240-1918. Home Occupations

The following provisions shall apply to home occupations.

A. Home occupation. A home occupation is an activity conducted for profit by persons residing on the premises which is clearly subordinate to the residential use of the property. Home occupations are further classified as follows:

- (1) **No-impact home-based business.** A business or commercial activity administered or conducted as an accessory use that is clearly secondary to the use as a residential dwelling and that does not involve 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. In order to qualify as a no-impact home-based business, the following criteria shall also be met:
 - (a) The use is carried on only by the inhabitants of the dwelling and shall employ no persons other than family members residing in the dwelling;
 - (b) The use does not involve any customer, client or patient visits to the dwelling, whether pedestrian or vehicular;
 - (c) There is no exterior indication of a business use, including but not limited to signs beyond those permitted for residential uses in § [240-2106C](#), parking, lighting or advertising, that a home occupation is located on the premises;
 - (d) There is no display or sale of goods and no stockpiling or inventory of a substantial nature;
 - (e) Commercial delivery and pickup of goods and supplies or removal function are not in excess of postal and parcel service normally associated with a residential area; and
 - (f) The floor area devoted to the use does not exceed 25% of the habitable floor area.
- (2) **Home-based business.** A home-based business is a type of home occupation that requires additional review and regulation beyond that of a no-impact home-based business because of its potential impact on the area in which it is located. A home-based business is further defined as a home business that does not meet one or more of the criteria of a no-impact home-based business as outlined in Subsection A(1) above.

B. Determination of classification. The Zoning Officer shall determine whether a proposed home occupation is classified as a no-impact home-based business, a home-based business, or prohibited as a home occupation. (See Subsection G.) The applicant shall be responsible for supplying such information as deemed necessary by the Zoning Officer to make this determination.

C. Standards applicable to all home occupations. The following standards shall apply to all home occupations, whether classified as no-impact home-based business or home-based business:

- (1) The business activity shall be compatible with the residential use of the property and surrounding residential uses.
- (2) The home occupation shall be conducted within a dwelling that is the residence of the principal practitioner or in an accessory building that is associated with the residential use. The home occupation shall be carried on wholly indoors.
- (3) Applicants for home occupations shall be required to obtain a permit in accordance with the requirements of § [240-1918E](#).
- (4) The appearance of the residential structure or accessory structure shall not be altered nor shall the occupation be conducted in such a manner that would cause the premises to differ from its residential character by the use of materials, construction, lighting, show windows, signs or advertising visible outside the premises to attract customers or clients, other than those signs consistent with and permitted by the applicable provisions of Article [XXI](#), Signs, and specifically §§ [240-2106C](#) and [240-2108A\(2\)\(a\)](#). No interior display of goods shall be visible from the outside.
- (5) There shall be no exterior storage of materials or refuse resulting from the operation of the home occupation.
- (6) No equipment or process shall be used in the home occupation that creates noise, vibration, glare, fumes, odors, dust or electrical or electronic interference, including interference with radio or television reception, detectable to normal senses beyond the property line in excess of levels otherwise permitted for a residential use. (See § [240-2014](#), Performance standards.)
- (7) The home occupation may not use water or generate any solid waste or sewage discharge, in volume or type, which is not normally associated with a residential use.
- (8) There shall be no storage or use upon the premises of toxic, explosive, polluting, dangerous or other substances defined as hazardous by the Pennsylvania Department of Environmental Protection.
- (9) A maximum of two home occupations of any type shall be permitted on a single property. The combined home occupations shall not collectively exceed the standards for a single home occupation in terms of permitted employees, signs, parking or floor area.

D. Standards applicable to home-based businesses not classified as no-impact. In addition to the standards of § [240-1918C](#), the following standards shall apply to home-based businesses not classified as no-impact:

- (1) A home-based business shall be permitted only in single-family detached structures or an accessory structure to a single-family detached dwelling.
- (2) The total area used for a home-based business shall not exceed 750 square feet or 50% of the floor area of the principal residential structure, whichever is less.
- (3) No more than two persons, other than resident members of the immediate family, may be employed or subcontracted at the residence. Use of nonresident employees shall have prior approval from the Zoning Hearing Board.
- (4) No articles shall be sold or offered for sale on site except those produced on the premises. Such sales shall have prior approval by the Zoning Hearing Board.
- (5) Where employees or customer visits are anticipated, off-street parking shall be provided in sufficient capacity to prevent interference with normal residential parking in the neighborhood. Off-street parking, inclusive of required residential parking, shall not exceed five spaces and shall be lighted to provide safe passage.
- (6) Beauty parlors and barbershops may be permitted as a home-based business, provided that no more than two stylist or barber chairs are provided and all other provisions of this chapter are met.
- (7) Instructional services may be permitted as a home-based business, provided that a maximum of two musical students may be instructed at any one time. Non-music instruction shall be limited to no more six students at any one time and no more than two trips per hour.

E. Administration. The following procedure shall apply to home occupations:

- (1) Determination of type. The Zoning Officer shall be responsible for determining whether a proposed or existing home occupation is defined as a "no-impact home-based business" or a "home-based business."
- (2) Home-based business. Where the Zoning Officer determines that the proposed use is a home-based business not qualifying as no-impact, the use shall require review and approval by the Zoning Hearing Board in accordance with the provisions of this chapter for the review and approval of special exceptions. The Zoning Hearing Board may attach such reasonable conditions and safeguards as it deems necessary to implement the purposes of this chapter.
- (3) Any dwelling or accessory structure used for a home occupation may be subject to an annual inspection for compliance with the Township ordinances.

F. Approval limitations. Approval of a home occupation shall not be transferable to another property or to another type of home occupation. The approval shall only be valid for that use and on the property for which it originally applied.

G. Prohibited home occupations. The following uses are prohibited as home occupations and shall only be permitted where specifically allowed as a specific use:

- (1) Boarding home.
- (2) Funeral parlor or undertaking establishment.
- (3) Restaurant.
- (4) Medical or dental office.
- (5) Gift or antique shop.
- (6) Rental business.
- (7) Furniture stripping.
- (8) Automotive or mechanical repair shop.
- (9) Junkyard or salvage yard.
- (10) Painting of vehicles, trailers, or boats.
- (11) Private school with organized classes of more than 12 students.
- (12) Welding shop.
- (13) Other uses of similar character to those listed above.

Sign Criteria for Home Occupations

§ [240-2106C](#)

A sign with an area less than two square feet, bearing only property number, street address, or the names of the occupants in a residence. The sign may include the home occupation (including no-impact home-based businesses), if applicable. Home-based businesses, if not classified as no-impact, may be permitted to have a larger sign if they comply with the requirements of § [240-2108A\(2\)\(a\)](#).

§ [240-2108A\(2\)\(a\)](#)

The following signs shall be permitted in the R-1, R-2, R-3, R-4 and PRD Districts, provided they conform with all other provisions of this article, including the requirements for a permit as specified in § [240-2102](#).

(a) Professional, accessory use, home-based business, or bed-and-breakfast signs, indicating the name, profession or activity of the occupant of the dwelling.

[1] The maximum dimensions of such a sign shall be four square feet in area. Signs of less than two square feet shall not require a permit per § [240-2106C](#).

[2] Such sign may be in the form of a freestanding, projecting or wall sign. Not more than one sign shall be permitted per premises.