

**TOWN OF ROTTERDAM  
HOME OCCUPATION PERMIT APPLICATION**

The below-identified applicant requests Home Occupation approval. The following documentation is attached as required for the Building Department Inspector's review:

1. Copy of Deed and/or executed lease agreement or contract to purchase.
2. Copy of Site Plan that identifies:
  - ❖ All structures on site
  - ❖ All parking areas on site (parking spaces 9' x 18')
  - ❖ Interior floor plan of usable area by applicant
3. Descriptive narrative of Home Occupation occurring on the site including but not limited to:
  - ❖ Number of employees
  - ❖ Exact nature of business, hours of operation and expected customers to the site
4. \$150 application fee – made payable to the Town of Rotterdam

PRESENT OWNER(S): \_\_\_\_\_

APPLICANT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (F) \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

APPLICANT IDENTIFIED AS:     \_\_\_ Owner   \_\_\_ Lessee   \_\_\_ Contract Vendee

REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing the application, it is understood by the applicant that he/she must fully comply with Town Code 270-157, Home Occupations.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**Town of Rotterdam Code**  
**§ 270-157. Home occupations.**

- A. Purpose. The standards and regulations of this section are designed to protect and maintain the character of residential areas while recognizing that certain professional and trade activities may, on a limited scale, be appropriate accessory uses in residential dwelling.
- B. Definition. A "home occupation" is a business, profession, occupation or trade conducted for gain or support entirely within a residential building, or a structure accessory thereto, which is incidental and secondary to the use of such building for dwelling purposes and which does not change the essential residential character of such premises.
- C. Where permitted. Subject to the standards and requirements of this section, one home occupation is permitted in any residential dwelling unit or structure accessory thereto.
- D. Issuance, terms and revocation of permits. The Building Inspector may issue a home occupation permit following submission of an application and a fee, as set forth in Chapter 126 of the Town Code, entitled "Fees," EN if it is determined that such application conforms to the standards and provisions of this section. Should, at any time during the period which a home occupation permit is in effect, the Building Inspector find that the operation of such home occupation is in violation of the provisions of this section, he shall, by declaration, serve notice of revocation of the home occupation permit. [Amended 12-9-1992 by L.L. No. 37-1992]
- E. Use limitations. No home occupation shall be permitted unless it complies with the following restrictions:
  - (1) No person who is not residing on the premises shall be employed in any home occupation.
  - (2) No more than 1/3 or 400 square feet of the combined floor area of the principal building and accessory building, whichever is less, shall be devoted to the home occupation.
  - (3) No alteration of the principal building shall be made which changes the character and appearance thereof as a dwelling.
  - (4) There shall be no exterior display of stock-in-trade.
  - (5) No sign, other than one exterior sign not exceeding one foot square, shall be displayed.
  - (6) There shall be no exterior storage of equipment or materials used in the occupation.
  - (7) The home occupation shall be conducted entirely within the principal dwelling unit or in a private garage accessory thereto.
  - (8) No offensive noise, vibration, smoke, dust, odors, heat or glare shall be produced.
  - (9) No extra parking spaces shall be constructed to serve the home occupation.

- F. Permitted home occupation. In particular, a "home occupation" includes but is not limited to the following:
- (1) Limited office facilities for accountants, architects, brokers, engineers, land surveyors, lawyers, therapists, insurance agents and members of similar professions.
  - (2) Consultation or emergency treatment by a doctor or a dentist, but not the general practice of such profession.
  - (3) Limited office facility of a salesperson, sales representative or manufacturer's representative, provided that no retail or wholesale transactions are made on the premises.
  - (4) Home crafts such as model making, rug weaving, lapidary work and cabinet making.
  - (5) Workshop or studio for an artist, photographer, craftsman, writer, composer, dress maker, tailor, typist or computer programmer.
  - (6) Facilities for instruction to not more than three pupils at any given time such as in music, dance or driver training.
  - (7) Homebound employment of a physically or mentally handicapped person who is unable to work away from home by reason of disability.
  - (8) Nursery schools and day care for not more than four children.
  - (9) Barbershop, hair stylist or beauty salons with a maximum of one commercial chair, sink and other accessory facilities for hair styling, cutting or grooming and subject to the use limitation prescribed in § 270-157E. [Added 2-28-1996 by L.L. No. 3-1996]
- G. Prohibited home occupations. Permitted home occupations shall not be interpreted to include:
- (1) Antique or furniture shops.
  - (2) Barbershops, hair stylists or beauty salons, except those exempted in § 270-157F(9). [Amended 2-28-1996 by L.L. No. 3-1996]
  - (3) Commercial stables, kennels or animal hospitals.
  - (4) Funeral homes or mortuaries.
  - (5) Real estate offices.
  - (6) Private clubs or lodges.
  - (7) Restaurants.
  - (8) Tourist homes or boardinghouses.
- of the Town Code, entitled "Fees." [Added 12-9-1992 by L.L. No. 37-1992]