



# TOWNSHIP OF BETHLEHEM

## COMMUNITY DEVELOPMENT DEPARTMENT

MUNICIPAL BUILDING  
4225 Easton Avenue  
Bethlehem, Pennsylvania 18020-1496

Phone: 610.814.6400  
www.bethlehemtp.com

## APPLICATION FOR ZONING PERMIT

### HOME OCCUPATION ADDENDUM

#### PROPERTY INFORMATION

Street Address: \_\_\_\_\_

Bethlehem, PA 18020    Easton, PA 18045

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#### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Owner Name (if different from applicant): \_\_\_\_\_

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#### HOME OCCUPATION INFORMATION

Type:  Minor home occupation    Major home occupation    No-impact home-based business

#### General information:

Business name: \_\_\_\_\_

Describe the proposed business: \_\_\_\_\_

State the use and what the business will entail. Animal hospital, stable, kennel, funeral parlor, retail store, restaurant and truck terminal are not permissible home occupations.

Hours of operation: \_\_\_\_\_

Total number of employees (not residents of the home): \_\_\_\_\_

#### Customer information:

Will customers, pupils, students or the like access the property in association with the business?  Yes    No

Where will off-street parking for the business be located? \_\_\_\_\_

**Location information:**

Will the business be conducted outside of a building?  Yes  No

Where in the home will the business be conducted? \_\_\_\_\_

How much of the home will be used? \_\_\_\_\_

Provide the percentage of floor total area, or the dimensions or total square footage of the room associated with the business.

**Truck and equipment information:**

Will trucks be associated with the business?  Yes  No

How many trucks are proposed? \_\_\_\_\_

When and for how long will trucks be located on the property? \_\_\_\_\_

Where will the truck(s) be parked? \_\_\_\_\_

No servicing by tractor-trailer trucks is permitted.

Will machinery or equipment be associated with the business?  Yes  No

What type of machinery or equipment is proposed? \_\_\_\_\_

No machinery or equipment shall produce noise, odor, vibration, light or electrical interference beyond the property boundary.

**Additional information:**

What kind of materials will be stored for the business? \_\_\_\_\_

Where will the materials be stored? \_\_\_\_\_

No storage or use of hazardous or explosive materials or chemicals is permitted. No outdoor storage of materials, products or equipment is permitted.

Is signage proposed?  Yes  No

Show windows, display or advertising is not permitted, except as permitted by the Zoning Ordinance for the specific type of home occupation. Where signage is allowed and proposed, a zoning permit application for the sign is required.

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I/We hereby certify that as applicants, owners, contractors, agents or others that I/we completed and read the foregoing application and that the information and statements in this application and other representations contained in all accompanying plans are made a part of this application and are true and correct to the best of our knowledge and belief.

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Printed Name (if different from applicant): \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# HOME OCCUPATION INFORMATION

## Home occupation standards

It is the owner/applicant's responsibility to ensure compliance and familiarity with applicable Zoning Ordinance standards. The information included herein is provided as a courtesy and should not be considered a substitute for the Zoning Ordinance.

- **Types of home occupations** (as defined by the Zoning Ordinance):
  - **Minor home occupation:** A use conducted entirely within a dwelling or in a building accessory thereto that is clearly incidental and secondary to the use of the dwelling for dwelling purposes, and that would be compatible with the residential character of an area. A home occupation, minor, may also include a use that is administered out of the dwelling unit. See requirements in § 275-190D(11). (A dwelling that only receives business mail at the address and does not involve the conduct of any other nonresidential use shall not be considered a home occupation and shall not by itself require a permit under this chapter for such activity.)
  - **Major home occupation:** A use conducted entirely within a dwelling or in a building accessory thereto that is clearly incidental and secondary to the use of the dwelling for dwelling purposes, and that would be compatible with the residential character of an area. A home occupation may also include a use that is administered out of the dwelling unit. See requirements in § 275-190D(10).
  - **No-impact home-based business:** A business or commercial activity administered or conducted as an accessory use which is clearly secondary to the use as a residential dwelling and which involves no 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 residential use. The business or commercial activity shall satisfy the requirements of § 275-190. Such business shall not, by itself, require a permit under this chapter for such activity.
  - A home that only receives business mail at the address and does not involve the conduct of any other nonresidential use shall not be considered a home occupation and shall not, by itself, require a permit under the Zoning Ordinance. Upon submittal and review by the zoning officer of a zoning permit application, determination of the need for a permit under this Section will be determined.
  - Zoning Ordinance standards differ based on the type of home occupation.
  - Not all home occupation types are permitted in all zoning districts.
- **Compatibility with residential area:**
  - No change in the outside appearance of home or other visible evidence of the home occupation is permitted, except signage as allowed by the Zoning Ordinance.
  - Vehicular traffic or noise in excess of what is common and expected in a residential neighborhood is permitted.

- **Parking:**
  - Parking associated with a home occupation should be located in the rear of the property, if possible.
- Home occupation permits are not transferrable. A change in address, owner/applicant, scope of business or use requires a new home occupation permit application.

#### **Process information**

- Issuance of a permit is required prior to operation of the proposed business.
- Upon notice of application approval, permits must be paid and picked up in-person by the owner/applicant within 6 months. At this time, the required fee is due. Additionally, verification of residency will be made via visual inspection of the owner/applicant's driver's license.
- The owner/applicant must apply for and obtain a Bethlehem Township Business Privilege License application through Berkheimer Associates, the tax collection agency for Bethlehem Township and Northampton County. The business privilege license must be readily available to the zoning officer upon request.
- Specific types of home occupations, such as in-home daycare or related business, require fire inspections by the Township's Fire Marshall. It is the owner/applicant's responsibility to schedule this inspection upon home occupation permit application approval. Additionally, proof of registration with the Pennsylvania Department of Human Services and a copy of the certification of registration is required prior to issuance of a Certificate of Occupancy.
- Separate electrical or residential construction permit applications are required (if applicable).
- If a home occupation permit is denied, the applicant may appeal the decision to the Zoning Hearing Board.