



# HOME OCCUPATION ZONING PERMIT APPLICATION

Control # \_\_\_\_\_

Received: \_\_\_\_\_



**NOTICE: PENNSYLVANIA LAW (18 Pa. C.S. § 4904) PROVIDES CRIMINAL PENALTIES FOR MAKING A FALSE STATEMENT TO PUBLIC OFFICIALS.**

PROPERTY ADDRESS \_\_\_\_\_

PROPERTY OWNER(S) \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

\*APPLICANT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

\*APPLICANT ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

*\*Attach owner authorization (if different from property owner) and proof of residency (utility bill, driver's license, etc.)*

DESCRIPTION OF PROPOSED HOME OCCUPATION \_\_\_\_\_

LOCATION OF HOME OCCUPATION  HOME  DETACHED GARAGE\*  OTHER\*

FLOOR AREA OF HOME OCCUPATION \_\_\_\_\_ SQ. FT.

PERCENTAGE OF TOTAL HABITABLE FLOOR AREA  25% OR LESS  OVER 25%\*  DON'T KNOW\*

*\* Floor plan required if located outside primary dwelling, or if percentage of total floor area over 25% or unknown.*

TOTAL EMPLOYEES (INCLUDING APPLICANT): \_\_\_\_\_ # LIVING IN THE HOME  
\_\_\_\_\_ # LIVING SOMEWHERE ELSE

TOTAL VEHICLES USED: \_\_\_\_\_ PARKED ON THE STREET

(PARKING/LOADING) \_\_\_\_\_ PARKED OFF STREET (INCLUDING GARAGE)

\_\_\_\_\_ TRUCKS, VANS, OR OTHER LARGE VEHICLES\*

*\* Parking plan required—describe vehicles to be used in operation and show parking/loading spaces*

WILL ANY CHANGES TO BUILDING BE REQUIRED?  INTERIOR WORK  EXTERIOR WORK  
 SIGNAGE  LIGHTING  OTHER (DESCRIBE): \_\_\_\_\_  NO CHANGES

DESCRIBE ANY GOODS TO BE DISPLAYED FOR SALE:  NO  YES (DESCRIBE): \_\_\_\_\_

WILL CUSTOMERS BE ALLOWED ON SITE?  NO  YES (HOW OFTEN?) \_\_\_\_\_

WILL DELIVERIES BE RECEIVED ON SITE?  NO  YES (HOW OFTEN?) \_\_\_\_\_

**Applicant must read and initial each line:**

\_\_\_\_\_ The business will not use any equipment that creates noise, vibration, glare, fumes, odors, electronic interference, or any other nuisance detectable to the neighborhood.

\_\_\_\_\_ The above information is accurate to the best of my knowledge. If any of the above information changes, I am required to notify the Zoning Office.

\_\_\_\_\_ I understand that I am responsible to obtain a Business Privilege License.

\_\_\_\_\_ I understand that if the property is located in a historic district, I must obtain written authorization from the Historic Preservation Office before beginning any exterior work or installing signage.

\_\_\_\_\_ I understand that approval applies to zoning only and does not relieve me from the responsibility to obtain inspections, certificates, or permits from other City offices or from the state as applicable.

**By signing this form, I am declaring under penalty of law that the above information is accurate:**

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



CITY OF READING, PENNSYLVANIA

Owner Authorization for Zoning Permit Application

**NOTICE: PA CRIMES CODE (18 Pa.C.S. § 4904) PROVIDES CRIMINAL PENALTIES FOR MAKING A FALSE STATEMENT TO PUBLIC OFFICIALS.**

I/We, the undersigned Property Owner(s) or agent thereof, do hereby affirm as follows:

1. I am (we are) the lawful owner(s), or its agent, of the property located at the following address (Subject Property):

*Address of Subject Property:* \_\_\_\_\_

2. The individual named below (Applicant) has my/our permission to apply for a zoning permit for the use described below at the Subject Property:

*Name of Applicant:* \_\_\_\_\_

*Description of Proposed Use:* \_\_\_\_\_

3. By signing this form, I/we acknowledge that enforcement actions for any violations of the City of Reading Zoning Ordinances may be brought against me/us as the owner(s) of the Subject Property, including civil penalties up to \$500 per day.

*Ownership type (check one box and complete applicable section only):*

<input type="checkbox"/> <i>Individual</i>	<i>Owner name</i>	<i>Signature</i>
	_____	_____
<input type="checkbox"/> <i>Two or more individuals</i>	<i>Name of each owner</i>	<i>Signature of each owner</i>
	_____	_____
	_____	_____
<input type="checkbox"/> <i>LLC/corporation/ other entity</i>	<i>Owner entity name</i>	
	_____	
	<i>Authorized officer's name</i>	<i>Authorized officer's signature</i>
	_____	_____
	<i>Authorized officer's title</i>	
	_____	

Date Received: \_\_\_\_\_