

**COLLEGE TOWNSHIP MUNICIPAL OFFICES**

1481 EAST COLLEGE AVENUE  
STATE COLLEGE PA 16801  
PHONE: 814-231-3021 FAX: 814-231-3020

**Application  
Fee:  
\$30.00**

Fee Due on Submission

**APPLICATION FOR HOME OCCUPATION PERMIT**

Applicant: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
No. Street City State Zip

Business Address: \_\_\_\_\_  
(If different than above) No. Street City State Zip

Tax Parcel Number: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Gross Living Area of Residence: \_\_\_\_\_ Sq. Ft.

Gross Floor Area of Business: \_\_\_\_\_ Sq. Ft.

Number of off-street parking spaces available: \_\_\_\_\_

Please complete:

- The reverse side (pg2) of this application, required floor plan to include each floor of your residence, identifying the proposed area for the home occupation.
- The attached Checklist (pg3), must be completed and returned with the application.

Do you wish to display a sign for the home occupation: Yes  No

*\*If yes, signs shall conform to the College Township sign regulations described in Chapter 170.*

*\*All Home Occupations shall comply with the College Township Code Section 200-11.K.*

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

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

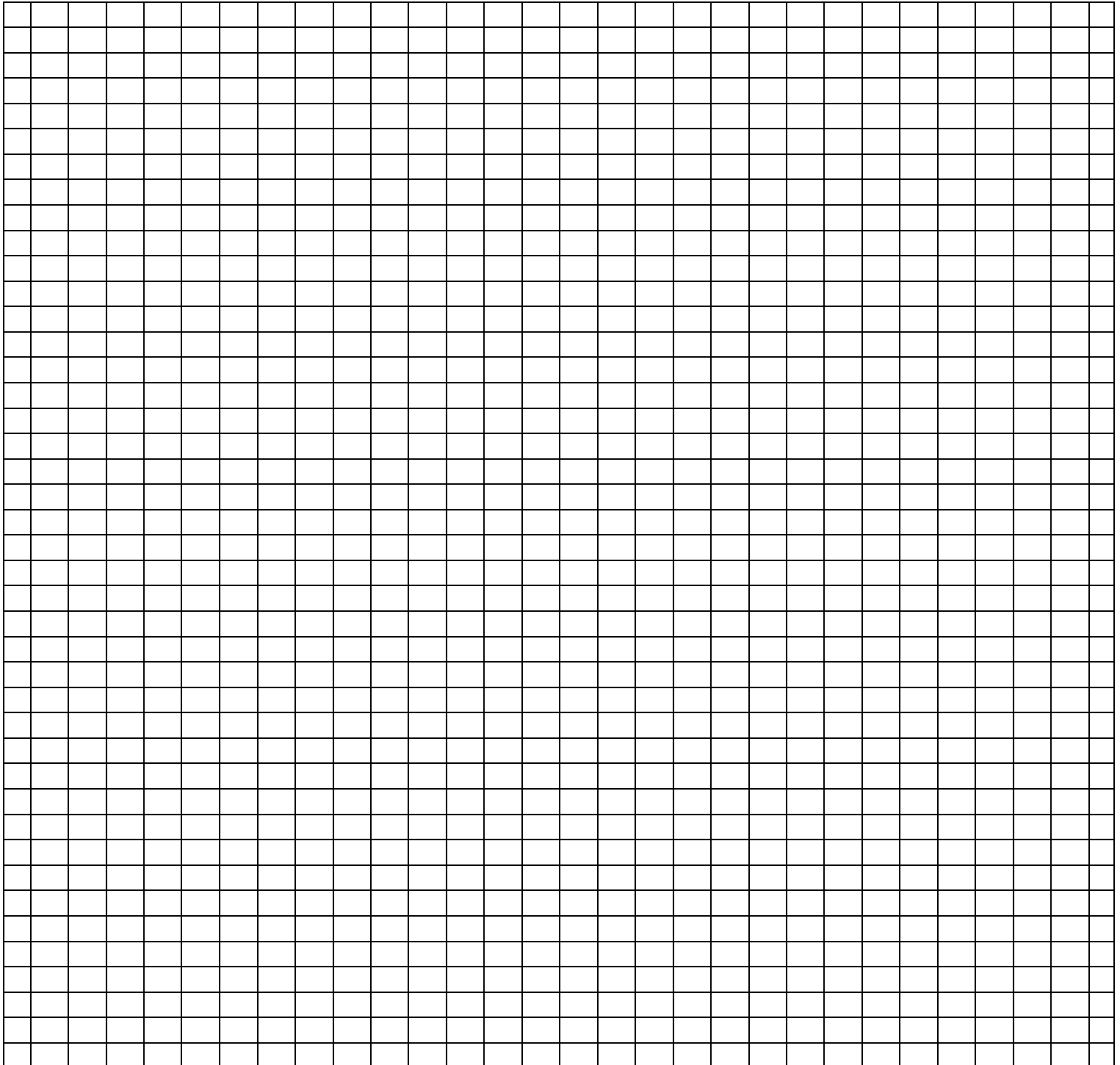
**HOME OCCUPATION APPLICANT INSTRUCTIONS:**

Applicant: \_\_\_\_\_ Street Address: \_\_\_\_\_ TP# \_\_\_\_\_

Please complete the information below and sketch an approximate floor plan of your home on the graph.  
**Include Exterior House Dimensions, Actual Room Dimensions and area(s) to be used for Home Occupation.**

**Zoning District** \_\_\_\_\_ **Lot Size** \_\_\_\_\_ (sq ft) **Home Size** \_\_\_\_\_ (sq ft)

**Occ. Use-Size** \_\_\_\_\_ (sq ft) **Number of parking spaces** \_\_\_\_\_



## Checklist-Application for Home Occupation Permit

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

Phone Number: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

### Home Occupation / General

- 1) Yes No  
Circle one Is the Home Occupation being conducted completely within the dwelling?
- 2) \_\_\_\_\_  
(Number) How many full-time employees are employed at the home other than members of the immediate family residing in the dwelling?
- 3) \_\_\_\_\_  
Numbers/Hrs How many part-time employees are employed at the home other than members of the immediate family residing in the dwelling? What are the annual hours of the part-time employees(s)?
- 4) Yes No  
Circle one Are articles offered for sale as a part of the home occupation?
- Yes No  
Circle one \*If yes – are these articles produced on the premises? Provide a brief description of the articles sold?
- 5) Yes No  
Circle one Do delivery vehicles for supplies and materials service the home occupation?  
**\*If yes, provide the number of monthly deliveries?**  
\_\_\_\_\_  
(Number)
- 6) Yes No  
Circle one Are show windows, displays or advertising, other than a permitted sign present on the property?
- 7) Yes No  
Circle one Is there any outdoor storage of materials related to the home occupation?
- 8) Yes No  
Circle one Have any exterior alterations to the dwelling been executed to accommodate the home occupation?

### Child Day-care Homes

- 1) Yes No  
Circle one Does your child day-care home conform to all the criteria outlined in the Pa. State regulations, Department of Public Welfare, Chapter 3290, Family Child Day-care homes as amended?
- 2) Yes No  
Circle one Does your driveway-access accommodate at least two vehicles?
- 3) Yes No  
Circle one Are there any out-door unsafe conditions at or adjacent to the Day-care site (i.e. – streams, ponds, swimming pools, collector-arterial roads, stormwater facilities, commercial or industrial uses, known sink holes/depressions)?
- Yes No  
Circle one \*If yes are they fenced?
- 4) Yes No  
Circle one Do you have a safe out-door play area 600 square feet in size or greater?