



Residential Home Occupation Requirements

Items Required for Submission of Permit Application

1. Six (6) copies of survey showing at least four (4) off-street parking spaces and building additions, if any.
2. Short Environmental Assessment Form (SEAF) with Part I completed and signed and the current filing fee.
3. For structural changes being planned – three (3) copies of Building Plans.
4. Three (3) copies of a floor plan (all floors) of the building whose use is being changed. The use of each room should be noted on this floor plan. It is possible some structural changes may be required per New York State Building and Fire Prevention Codes.
5. A letter of use – stating what the home occupation will be.

One (1) copy of the survey with the SEAF and a copy of the application will be sent to the Planning Division. Three (3) copies of the survey will be sent to the Engineering Division for their review. The building plans and floor plans with the letter of use will be sent to the Plans Examiner once Zoning has reviewed and approved the proposed use. A Change of Use Permit will not be issued without the approval of the Engineering Division and the Plans Examiner.