

CITY OF SOUTH PORTLAND  
HOME OCCUPATION APPLICATION

Fee: \$50.00 \_\_\_\_\_ paid

Application #201 \_\_\_\_\_ PERMIT # 201 \_\_\_\_\_

Application Date: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_

Address: \_\_\_\_\_ Apt/Unit# \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Does Property Owner live on site? \_\_\_\_\_ Y \_\_\_\_\_ N Address: \_\_\_\_\_

Is the person employed in this home occupation the Property Owner? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If applicant is not property owner, please attach permission letter from property owner.*

Name of person conducting home occupation: \_\_\_\_\_

Day Phone Number of person conducting home occupation: \_\_\_\_\_

Name of Occupation/Profession dba (if applicable): \_\_\_\_\_

# of persons employed in home occupation that live at above address: \_\_\_\_\_

# of persons employed in home occupation not living at above address: \_\_\_\_\_

Describe the nature of your home occupation, such as type of business and whether you deal with customers at their own sites or have clients come to your home: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# of Parking Spaces provided: \_\_\_\_\_ (Attach plot plan indicating location of parking spaces.)

Does your home occupation require building, sign, plumbing or electrical permits? \_\_\_\_\_

Please be advised that a home occupation shall not use more than twenty-five (25) per cent of the total floor area of the residential structure. There shall be no exterior display, no exterior storage of materials and no other exterior indication of the home occupation or variation from the residential character of the principal building. No nuisance shall be generated, including but not limited to offense noise, vibration, smoke, dust, odors, heat, glare, traffic or parking.

I acknowledge that I have read the above statement and certify that all information given in this application is accurate.

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

\_\_\_\_\_  
Date APPROVED