



**BOROUGH OF MACUNGIE**

21 Locust Street  
Macungie, PA 18062  
610-966-2503

**CERTIFICATE OF OCCUPANCY – CHANGE OF USE APPLICATION**  
Home Occupations and Low-Impact Home Occupation

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

Zoned:  R7.8  R10  TC  GC  LIC  C-R

Owner: \_\_\_\_\_

Tenant: \_\_\_\_\_

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

Phone Number of Business: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Detailed Description of Operation: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Employees who are not members of the resident family: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Total Square footage of residence: \_\_\_\_\_ Square footage of area used for business: \_\_\_\_\_

Do you plan to place a sign?  Yes  No *See sign regulations. A separate sign permit is required.*

Number of Off-street parking spaces provided (9'6" x 18' size): \_\_\_\_\_

Will there be any deliveries to your home?  Yes  No If so, describe type vehicle and frequency:

Proposed Date of Occupancy: \_\_\_\_\_

What type of advertising will you use? \_\_\_\_\_

By signing I verify that my proposed use meets the requirements for a Home Occupation or a Low-Impact Home Occupation:

\_\_\_\_\_ 1. **Home Occupation.** A customarily incidental accessory business conducted in the dwelling and/or in a maximum of one accessory building on the same lot by resident(s) of the dwelling provided: a) that no more than one person is employed who is not a resident of the dwelling unless provided otherwise; b) that no display of products made or services rendered shall be visible from the street; and c) that no machinery or equipment that would produce noise, odor, vibration, light or electrical interference beyond the bounds of the immediate property shall be permitted. See attached restrictions from Z.O. Section 345-22.K.

All Home Occupation uses must comply with these restrictions.

- (3) The business activity shall be compatible with the residential use of the property and surrounding residential uses.
- (4) The business shall employ a maximum of one employee other than persons residing in the dwelling, unless specifically stated otherwise in a zoning district.
- (5) There shall be no exterior display, storage or sale of goods for sale.
- (6) There shall be no outside appearance of a business use, except for any parking and one sign with a maximum sign area of 2 square feet, which shall not be illuminated in a residential district. Any exterior lighting shall be limited to amounts and intensities typically found on a residential property.
- (7) The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors or electrical or electronic interference, including with radio or television reception, which is detectable beyond the confines of the dwelling unit, including transmittal through vertical or horizontal party walls. If the lot only includes a single family detached dwelling unit, then this standard may be met at the lot line.
- (8) The business activity may not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with a typical residential use.
- (9) The business activity shall be conducted only within the dwelling and/or one accessory building and may not occupy a floor area that exceeds 25% of the total building floor area on the lot.
- (10) The business may not involve any illegal activity.
- (11) The storage, use or processing of hazardous or toxic substances are prohibited, except for amounts and types typically found within a dwelling.
- (12) The use shall not involve deliveries or pickups by tractor-trailer trucks.
- (13) No more than one person shall conduct haircutting or hairstyling on-site at any one time.
- (14) When special exception approval is required, the Zoning Hearing Board shall deny a Home Occupation application, or limit its intensity through conditions, if the Board determines the use would be too intense for the proposed location. In making such determination, the Board shall review the likely amounts of traffic, the types of deliveries needed, the types of operations involved and related nuisances, the amount of off-street and on-street parking that is available, the density of the neighborhood, whether the use would be adjacent to another dwelling, and setbacks from other dwellings.
- (15) The use shall not involve manufacturing, other than of custom crafts and sewing. The use shall not involve commercial repair of motor vehicles.
- (16) The use may include sales using telephone, mail order or electronic methods. On-site retail sales shall be prohibited, except for sales of hair care products as accessory to a barber/beauty shop.
- (17) A home occupation shall not be conducted in a manner that is perceptible to other residents between the hours of 9 p.m. and 7 a.m.
- (18) Any tutoring or instruction shall be limited to a maximum of 3 students on the property at a time.
- (19) A barber or beauty shop shall not involve any employees who do not reside on the property.
- (20) The main office of a medical doctor, chiropractor or dentist shall not be permitted as a home occupation.
- (21) No more than one person who does not reside on the property shall come to the property on a regular basis to operate motor vehicles based at the property or to load or unload trucks on the property or an adjacent street on a regular basis.

\_\_\_\_\_ 2. **Low-Impact Home Occupation.** A type of home occupation which does not routinely involve daily vehicle traffic to the property by customers, clients, patients or deliveries, and which meets the requirements for such use in Section 345-22.K and the requirements of Section 107, No-Impact home-based Business, of the Pennsylvania Municipalities Planning Code as follows:

All Low-Impact Home Occupations must meet these requirements in addition to the requirements for a Home Occupation listed above.

Z.O. Section 345-22.K. A Low-Impact Home Occupation shall only involve the following activities:

- (a) work routinely conducted within an office,
- (b) custom sewing and fabric and basket crafts,
- (c) cooking and baking for off-site sales and use,
- (d) creation of visual arts (such as painting or wood carving),
- (e) repairs to and assembly of computers and computer peripherals,
- (f) a construction tradesperson, provided that no more than one employee who does not reside on the property shall routinely travel to and from the lot, and/or
- (g) another use that the applicant proves would meet the definition in the PA. Municipalities Planning Code for a "No Impact Home-Based Business." as follows:

PA MPC Section 107. A No-Impact Home-based Business shall be subject to the following use limitations, each of which shall be applied equally and no one of which shall interpreted as relaxing another.

- (a) The business activity shall be compatible with the residential use of the property and surrounding residential uses.
- (b) The business shall employ no employees other than family members residing in the dwelling.
- (c) There shall be no display or sale of retail goods and no stockpiling or inventory of a substantial nature.
- (d) There shall be no outside appearance of a business use, including but not limited to parking, signs or lights.
- (e) The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors or electrical or electronic interference, including with radio or television reception, which is detectable beyond the confines of the dwelling unit, including transmittal through vertical or horizontal party walls.
- (f) The business activity may not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood.
- (g) The business activity shall be conducted only within the dwelling and may not occupy more than 25% of the habitable floor area.
- (h) The business may not involve any illegal activity.
- (i) The storage of hazardous materials not otherwise and customarily associated with the home use is prohibited.

Note: Please attach a sketch of the home layout with the area to be used for the business delineated.

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

Signature of Property Owner (if different from applicant) \_\_\_\_\_

Date \_\_\_\_\_

Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_ Type: \_\_\_\_\_ Fee: \_\_\_\_\_