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Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 02/24/15

Jeff Levine, AICP, Director
Planning & Urban Development Department

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Home Occupation
Permit Application Checklist

Attached you will find the information packet for a Home Occupation which is a change of use. The packet includes the section of the Land Use Ordinance that outlines the criteria you must fall into to be considered a home occupation. Please check with the City Clerk's Office in room 205, City Hall to see if you will need a business license. For further information or to download copies of this form and other applications visit our website at www.portlandmaine.gov

When applying for the permit you will need to include the following information:

- [x] General Building Permit Application filled out in its entirety.
- [x] A cover letter explaining your home occupation and how it meets the criteria, item by item (see Sample letter).
- [x] Dimensioned floor plans of the entire dwelling noting the specifics of your proposed home occupation.
- [ ] If you do not own the property, a letter from the owner, giving you permission to conduct the specific home occupation.
- [ ] If there are going to be any structural modifications, you will also include those drawings, which must provide specific dimensions as well as stating all materials to be used.
- [x] A plot plan, including the shape and dimension of the lot, footprints of any structures, and the location and dimensions of parking areas and driveways.

Fees:

Change of Use for home occupation: $150.00.
Certificate of Occupancy $75.00
Structural Changes: $10.00 per thousand of estimated cost of work.

A minimum of $225.00 is required (W/O any structural changes)

A change of use means that we are going to review this project as an additional use to the property other than just a dwelling space.

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