



# Home Occupation

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](http://www.portlandmaine.gov)

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

- General Building Permit Application filled out in its entirety.
- A cover letter explaining your home occupation and how it meets the criteria, item by item (see Sample letter below).
- 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.
- 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:	<b>\$150.00</b>
Certificate of Occupancy	<b>\$100.00</b>
Structural Changes:	<b>\$11.00 per thousand of estimated cost of work.</b>

***A minimum of \$250.00 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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### Sample Letter

Ms. Marge Schmuckal, Zoning Administrator  
Department of Urban Development  
City of Portland  
389 Congress Street  
Portland, Maine 04101

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my residence at 22114B One Street for a home occupation. I intend to serve as an independent computer consultant, creating customized databases for athletic and educational organizations. In effect my work will be computer programming, an acceptable home occupation listed under item (2) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria listed under item (1) of the same.

- a. My home occupation will occupy approximately 176 square feet (11%) of floor area of the residence
- b. No goods will be stored displayed or be visible from outside the residence
- c. Storage of the material necessary to perform my occupation are minimal and included in the 200 square feet of floor space mentioned above
- d. There will be no external signage related to my home occupation
- e. No exterior alterations to the residence are necessary
- f. Since I will not be meeting clients at my residence, no additional parking is necessary
- g. No objectionable effects will result from my home occupation
- h. I will not require the services of any employees
- i. Since I will not be meeting clients at my residence, no additional traffic will be generated by my home occupation
- j. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation

As you can see, my home occupation is a secondary and incidental use of my residence. The external activity level and impact is negligible and in keeping with the residential character of the neighborhood.

Attached you will find a copy of a floor plans showing my entire dwelling and area of the home occupation space, as well as a letter from the owner of the building granting permission to conduct a home occupation on the premises. Thank you for your assistance in this matter.