



Department of Permitting and Inspections

# 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](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).
- Dimensioned floor plans of the entire dwelling noting the specifics of your proposed home occupation. *New Sunroom would be 156 sq ft.*
- If you do not own the property, a letter from the owner, giving you permission to conduct the specific home occupation. *We own the property*
- 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 structure, and the location and dimensions of parking areas and driveways.

**Fees:**

Change of Use for home occupation: \$150.00.  
 Certificate of Occupancy \$100.00  
 Structural Changes: +\$15.00 per thousand of estimated cost of work. *= \$950.00*  
 (\$250.00 minimum 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.*