

Schuylkill Township
111 Valley Park Road
Phoenixville, PA 19460
610-933-5843
www.schuylkilltwp.org

HOME OCCUPATION PERMIT APPLICATION

Property Information: (Please print)

Property Address: _____
Owner Name: _____
Phone: _____ Cell: _____
Email Address: _____
Tax Parcel Number: _____ Zoning District: _____

Applicant Information:

Name: _____
Address: _____
Phone: _____ Cell: _____
Email Address: _____

Business Name: _____

Proposed Use:

___ Home Occupation, Class A - No-Impact (ZO 370-137) Total square ft of dwelling: _____
___ Home Occupation, Class B – (ZO 370-141) Square footage for business: _____

Nature of Proposed Business: _____

Questions: (must complete in entirety)

Will you have customers or clients visit your business?	___ Yes	___ No
Will you have non-family employees on site?	___ Yes	___ No
If yes, how many employees?	_____	
Will you have independent contractors on site?	___ Yes	___ No
Will you have deliveries made to your site?	___ Yes	___ No
If yes, approximately how many times per week?	_____	
Will you conduct direct sales or products on site?	___ Yes	___ No
What are your days & hours of operation?	M T W Th F S S	_____ hrs

Does your business require a license or permit from any other County, State or Federal Agency? Yes No
 If yes, provide copies of licenses/permits obtained.

Type of dwelling: Single Family Single Family Attached Multi- Family

This application must be accompanied by the following:

1. Plot plan showing property & structures
2. Plan showing proposed off street parking (if required), landscaping and sign location.
3. Floor plan of the building being used for business purposes with business space clearly marked.
4. Copies or all permits or licenses required by other agencies.

I hereby certify that the proposed use is authorized by the owner of record, that I have been authorized by the owner to make this application, or that I am the owner of record, and we agree to conform to all applicable laws of this jurisdiction. I have examined this application, its requirements and to my knowledge and belief, is a true correct and complete application.

Applicant's Signature: _____

Date: _____

OFFICE USE ONLY

Submitted Documents:

Plot Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Building plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Specifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Application Complete	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Application Signed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Zoning Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Reviewed by: _____ Date: _____

Notified Applicant: _____ Email _____ Phone _____ Date _____

Date Application Received in Township: _____