



Town of Dunbarton  
Building, Health, Planning, and Zoning Department  
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## **HOME OCCUPATION APPLICATION**

**HOME OCCUPATION** – An occupation conducted within the dwelling unit or accessory building(s), customarily, incidental and secondary to the residential use of the structure for dwelling purposes, and which does not adversely affect or undermine the residential character of the neighborhood. Examples of "home occupations" include but are not limited to: seamstress, hairdresser, lawyer, tutor, musician, photographer, antique dealer, architect, dentist or engineer.

Applicant: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Tax Map/Block/Lot #: \_\_\_\_/\_\_\_\_/\_\_\_\_ Lot size: \_\_\_\_\_ Zone: \_\_\_\_\_

Type of home occupation (describe in detail, attach additional documents as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many resident members will be engaged in your Home Occupation? \_\_\_\_\_

How many non-resident employees do you plan to have working? \_\_\_\_\_

What are the planned hours of operation? \_\_\_\_\_

Do you plan to erect a sign? Yes \_\_\_\_\_ No \_\_\_\_\_ (see note #8 on reverse side)

Structure Square Footage: \_\_\_\_\_ Business Square Footage: \_\_\_\_\_ (see note # 5 on reverse side)

Will there be any wholesale or retail sales conducted? Yes \_\_\_\_\_ No \_\_\_\_\_

Will there be sales of products/goods produced on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the sale of products/goods be conducted entirely by mail or through the internet? Yes \_\_\_\_\_ No \_\_\_\_\_

How many customers/clients do you expect will visit the property each week? \_\_\_\_\_

How much area is available for parking? \_\_\_\_\_

How often will deliveries be made to or from the premises? \_\_\_\_\_

**Home Occupations** - The purpose of this subsection is to permit the accessory use of a residence for business purposes which are clearly incidental to the principal residential use, provided that the use does not change the residential character or function of the property to the extent that the property would be distinguishable from other residential properties. Upon determination of compliance with all of the following conditions, the Building Inspector shall issue a certificate of use and occupancy for the home occupation as provided for in this Ordinance if all of the following are met:

- (1) There shall not be more than one home occupation carried out in a dwelling unit;
- (2) The use is carried on strictly by the owner or residing tenant (with owner's written permission transmitted to the Town) of the principal building who shall also reside in said building;
- (3) Adequate parking shall be provided for on the property;
- (4) No more than five nonresidents shall be employed;
- (5) No more than 33%, with a maximum of 2,500 square feet, of the existing gross floor area of the principal dwelling and accessory buildings shall be used for business purposes; and no more than 10,000 square feet of land shall be used for outside purposes;
- (6) The use will not change the internal or external residential character or function of the dwelling to the extent that the use will be objectionable to other residential uses in the neighborhood;
- (7) There shall be no display of goods or wares visible from the street;
- (8) No advertising on the premises other than a small non-electric sign not to exceed two square feet in area and carrying only the occupant's name and occupation and, such a sign may be externally lit;
- (9) The building or premises occupied shall not be rendered objectionable or detrimental to the residential character of the neighborhood because of exterior appearance, traffic, emissions of odor, gas, smoke, dust, noise or electrical disturbance or in any other way;
- (10) The use will not cause vehicular traffic which is substantially different from that which currently exists on the street;

Home Occupation requirements do not apply to an agricultural business including, farm stands, wood processing, pick-your-own operations, forestry, etc.

A project that is not solely residential in nature and/or does not meet the requirements of this section shall require a special exception and site plan review in accordance with the Dunbarton Site Plan Regulations, as amended.

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

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY:**

**Reviewed by:** \_\_\_\_\_ **Building Inspector**

**Approved on:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_ **Fees:** \_\_\_\_\_