

**Town of Salem, New Hampshire**  
INSPECTIONAL SERVICES – BUILDING SAFETY  
33 Geremonty Drive, Salem, New Hampshire 03079  
(603) 890-2020 – Fax (603) 898-1223

Permit # \_\_\_\_\_

Cash/Check # \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_

**Application for HOME OCCUPATION BUSINESS – Fee \$20 annually/calendar year**  
**PERMIT EXPIRES DECEMBER 31<sup>ST</sup>**

The undersigned hereby makes application for a permit to conduct a Home Occupation Business inside dwelling unit with maximum allowable area of 24% of habitable area of dwelling unit as permitted under the Home Occupation Ordinance.

The applicant agrees to conform to all rules and regulations of the Home Occupation Ordinance concerning the use of any permit issued as a result of this application. Permit cannot be transferred.

Please complete the following information:

Owner \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Business Name \_\_\_\_\_

Email address \_\_\_\_\_

Do you own the property stated above? \_\_\_\_\_

**\*\*if you are not the property owner, the Town of Salem requires a letter from the home owner stating they approve of this Minor Home Business on their property**

Is this located in the Garden Apartment district? \_\_\_\_\_

If yes, home business is not allowed in Garden Apartments.

Is this the only home business in dwelling? \_\_\_\_\_

Is there a day care in the home? \_\_\_\_\_

If yes, home business is not allowed in conjunction with day care business.

Do you use a vehicle for your business? \_\_\_\_\_

What make/model is the vehicle? \_\_\_\_\_\*\*

Are you registering a vehicle in your Company name? \_\_\_\_\_

**\*\*Commercial vehicles are not allowed to be parked overnight at a residence –  
A letter from the property owner where the commercial vehicle is being housed is required**

What is the nature of the home business? \_\_\_\_\_

What room will business be conducted in? \_\_\_\_\_

What percentage of habitable floor area will be occupied? \_\_\_\_\_

I, hereby, state that I read the packet for Home Occupation business and meet all the requirements of a Home Occupation business. The use shall be entirely within dwelling unit with no storage of goods or materials outside of the allowable area, no extraordinary delivery services required, no employees or visible appearance of the use outside of the dwelling unit, no signs or advertisement of home address.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature of Building Official

\_\_\_\_\_  
Date

**§409-709 Home Occupation Ordinance.** [Added 1996 Town Meeting] [Amended 2005 Town Mtg.]

Home occupations are allowed in the Residential, Rural, and Recreational Districts.

**A. Purpose.** The purpose of this section is to:

- (1) Ensure the compatibility of home occupations with other uses permitted in residential districts;
- (2) Maintain and preserve the character of the residential neighborhood;
- (3) Protect residential areas from adverse impacts of activities associated with home occupations; and
- (4) Establish criteria for home occupations.

**B. Definitions.** See § 490-107.

**C. Permit procedures.**

- (1) Application for a home occupation permit shall be made to the Building Department on a form provided by the Building Department and shall be accompanied by a fee as determined by the Board of Selectmen. Home occupations complying with the criteria established in § 490-301B(4) shall be considered minor in character and shall receive a home occupation permit.
- (2) Time limit. All home occupation permits shall be issued annually.
- (3) Publication. Permits issued for home occupations shall be published in the same manner as building permits.
- (4) Inspection. Home occupation applicants shall permit a reasonable inspection of the premises by the Building Department to determine compliance.
- (5) Renewal. Home occupation permits shall be renewed each year, provided there has not been any violation of the provisions of Subsections D and E. Requests for renewals shall be submitted to the Building Department accompanied by the renewal fee prior to expiration of the permit.
- (6) Nontransferable. Home occupation permits are intended for use by the current resident-owner or tenants with the owner's written permission and shall not be transferred from person to person or address to address.
- (7) Voiding of permit. The Building Department may void any home occupation permit for noncompliance with the criteria set forth in Subsections D and E.

**D. Criteria for home occupation.**

- (1) The use shall be conducted entirely within the main dwelling unit and the total shall not exceed the maximum space of 25% of the habitable

area. Home occupations shall be permitted in all dwelling units meeting all requirements.

(2) The home occupation shall be clearly incidental and secondary to the residential use, shall not change the residential character of the neighborhood, and shall have no visible appearance.

(3) The home occupation shall be carried on by the resident-owners or tenants with the owner's written permission and employ no others.

(4) Multiple home occupations are permitted within the dwelling, provided that the cumulative impact on the surrounding neighborhood is not greater than the maximum usage of a single home occupation.

(5) No home occupation nor any storage of goods, materials, products, equipment, supplies or vehicles connected with a home occupation shall be allowed in any accessory buildings or garages, attached or detached, or outside the dwelling unit. No additional parking areas will be permitted.

(6) There shall be no display of products visible in any manner from the outside of the dwelling.

(7) There shall be no change in the outside appearance of the dwelling or premises or any visible evidence of the conduct of a home occupation. There shall be no entrance or exit way specifically provided in the dwelling or on the premises for the conduct of the home occupation.

(8) No signs or advertising display signs shall be permitted. Section 490-702D does not apply.

(9) The use shall not require additional pedestrian or vehicular traffic.

(10) No equipment or process shall be used in a home occupation which creates noise, vibration, glare, fumes, or odor detectable off the property.

(11) No equipment or process shall be used which creates visual or audible electrical interference in any radio or television receiver off the premises or causes fluctuations in line voltage off the premises.

(12) The street address of a home occupation business shall not be advertised to the general public in any commercial telephone directory listing, newspaper, radio, or television service.

(13) The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises which is not consistent with normal residential activities.

(14) Any unit that has day care shall not be permitted to obtain a home occupation permit.

#### E. Variances.

Any business not meeting the criteria of a home occupation shall not be permitted and a variance will be required to have that use.