



WEST GOSHEN TOWNSHIP  
1025 Paoli Pike  
West Chester, PA 19380  
Phone 610-696-5266 · Fax 610-429-0616  
www.westgoshen.org

### HOME OCCUPATION & NO-IMPACT HOME BASED BUSINESS APPLICATION

The purpose of this application is to apply for a permit for a home occupation or no-impact home based business as defined in section 84-8 of the West Goshen Township Code and regulated by the provisions set forth for each.

(Please Print)

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell/Other Phone \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**OWNER INFORMATION (if other than applicant):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell/Other Phone \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**PROPERTY INFORMATION:**

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

Tax ID#: 52- \_\_\_\_\_ Square Footage of Dwelling Unit: \_\_\_\_\_

**PROPOSED USE:**

Home Occupation

No-Impact Home Based Business

Nature of your business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Name (If Applicable): \_\_\_\_\_

Square Footage Devoted to Business Use: \_\_\_\_\_

**WEST GOSHEN TOWNSHIP  
HOME OCCUPATION & NO-IMPACT HOME BASED BUSINESS APPLICATION**

**QUESTIONS**

**NO. PER DAY**

Will you have customers or clients visit your business?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	_____
Will you have non-family employees on-site?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	_____
Will you have non-family volunteers on-site?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	_____
Will you have independent contractors on-site?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	_____
Will you have deliveries made to you on-site?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	_____
How will deliveries be made?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	_____
Will you conduct direct sales of products or services on-site?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	_____
Will you erect a sign? (If yes, attach plan of sign)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	_____
Do you have a business vehicle(s)?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	_____
Does your vehicle(s) have a sign attached?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	_____
How will you advertise your business?	_____				
What are your hours & days of operation?	_____				
Does your business require a license or permit from any federal, state, or county agency?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	_____

Please list all vehicles and equipment associated with your business:

<u>Vehicles</u>	<u>Number</u>	<u>Vehicular Weight</u>
_____		
_____		
_____		

List any other businesses operated from the property:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Residence:     Single Family Detached     Multi-Family Dwelling

This application must be accompanied by the following:

- Plot plan of the property showing all structures
- Plan showing proposed sign location
- Floor plan of the building used for the business purpose, with business space clearly delineated.
- Copy of required permits or licenses from outside agencies.

Engineered plans are not required; however the plan must include sufficient detail so that the Township can determine if the requirements for the proposed use have been met.

**WEST GOSHEN TOWNSHIP  
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**Certification**

I hereby certify that the owner of record authorizes the proposed use. Furthermore, I have been authorized by the owner to make this application, and I agree to conform to all applicable requirements related to the proposed use. This application has been examined by me and to my knowledge and belief is a true, correct and complete application.

By action of applying for a permit, the applicant grants permission for the Zoning Officer or such other Township official, to inspect the property prior to the issuance of a permit and during the conduct of the proposed use.

Owner Signature: \_\_\_\_\_  
Name (Print): \_\_\_\_\_  
Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_  
Name (Print): \_\_\_\_\_  
Date: \_\_\_\_\_

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**OFFICIAL USE ONLY**

Classification of Use :

Home Occupation       No-Impact Home Based Business       Prohibited

**APPROVAL:**

YES       NO

Comments :

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

Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_

**WEST GOSHEN TOWNSHIP**  
**HOME OCCUPATION & NO-IMPACT HOME BASED BUSINESS APPLICATION**

**HOME OCCUPATION [Amended 10-25-1994 by Ord. No. 3-1994]** -- An accessory use which is clearly incidental or secondary to the residential use of the dwelling unit and occupies not more than 25% of total floor area of such dwelling unit or 500 square feet, whichever is less. Such use is customarily carried on within a dwelling unit by one or more occupants of such dwelling unit, except that one person not residing in such dwelling unit may be employed.

A. A home occupation does not permit the following operations:

- (1) Selling articles produced elsewhere than on the premises.
- (2) Having exterior displays of goods visible from the outside.
- (3) Storing materials or products outside the dwelling unit.

B. Such occupation shall not require other internal or external alteration or involve construction features not customarily found in a dwelling or the use of electrical or mechanical equipment which would change the fire rating of the structure. [Amended 8-26-1998 by Ord. No. 11-1998]

C. No mechanical or commercial equipment is used except such as may be used for domestic or household purposes or as deemed similar in power and type.

D. The conducting of an animal hospital, barbershop, beauty parlor, clinic or other operation which provides any type of medical, homeopathic or massage services, hospital, kennel or any similar use shall not be deemed to be a home occupation. [Amended 2-12-2003 by Ord. No. 3-2003]

E. No home-related business shall be conducted as a home occupation which involves any outdoor use or activity in conjunction therewith, including but not limited to the outdoor storage of material, equipment or products, parking accommodations or the parking or keeping of employee vehicles, whether on the lot or an adjacent public street, except one employee parking space for an employee performing service solely within the home, and the accommodation of one business motor vehicle owned by the home owner not exceeding in weight and/or in length the size specified in § 84-57.2 of this Code. [Added 8-26-1998 by Ord. No. 11-1998]

F. Prior to undertaking the conduct of a home occupation the owner shall secure a permit authorizing the home occupation from the Township Zoning Officer. [Added 8-26-1998 by Ord. No. 11-1998]

G. No educational use shall be conducted as a home occupation which involves instruction or tutoring in one group to more than three individuals at any one time, or that in any manner appears as or constitutes a school. [Amended 3-10-2004 by Ord. No. 3-2004]

**NO-IMPACT HOME-BASED BUSINESS** -- A business or commercial activity administered or conducted as an accessory use which is clearly secondary to the use as a residential dwelling and which involves no customer, client or patient traffic (whether vehicular or pedestrian) pickup, delivery or removal functions to or from the premises, in excess of those normally associated with residential use. The business or commercial activity must satisfy the following requirements: [Added 2-12-2003 by Ord. No. 3-2003]

A. The business activity shall be compatible with the residential use of the property and surrounding residential uses;

B. The business shall employ no employees other than family members residing in the dwelling;

C. There shall be no display or sale of retail goods and no stockpiling or inventory of a substantial nature;

D. There should be no outside appearance of a business use, including, but not limited to, parking, signs or lights;

E. The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors, electrical or electronic interference, including interference with radio or television reception, which is detectable in the neighborhood;

F. The business activity may not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood;

G. The business activity shall be conducted only within the dwelling and may not occupy more than 25% of the habitable floor area; and

H. The business may not involve any illegal activity.

**§ 84-52. Sign regulations.**

HOME OCCUPATION -- A sign that identifies only the name and/or occupation of one conducting a permitted home occupation in a dwelling.

Attachment 2. Table 1 – Sign Specifications. {Amended 10-22-2004 by Ord. No. 22-2004; 12-8-2004 by Ord. No. 24-2004

SIGN TYPE	ZONE	Maximum Area of Sign (Sq. Ft)			Maximum Height of Sign (Feet)			Additional Requirements
		Freestanding	Wall	Roof	Window	Freestanding	Roof	
Home Occupation	R-2, R-3, R-4	2	2	--	2	5	--	Must be placed at least 3 ft. from cartway.