

# HOME-BASED



# BUSINESS

Applications can be emailed to [LI@upperdarby.org](mailto:LI@upperdarby.org) and paid online at [www.upperdarby.org/codepay](http://www.upperdarby.org/codepay) or mailed to 100 Garrett Road Room 109 Upper Darby, PA 19082 [www.upperdarby.org](http://www.upperdarby.org) (610)734-7613

Home based businesses are defined as businesses conducted in a dwelling unit provided that no person other than family members residing on the premises shall engage in such business and that said business is clearly incidental and subordinate to the primary residential use of the building and does not occupy more than 25% of the dwelling unit. There shall be no change or alteration of the outside appearance of the building as a result of the home based business nor may the business result in the of any equipment or process which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses outside of the dwelling unit. The home business shall not generate any traffic or parking demand greater than the use of the property for residential purpose. Barber and beauty shops, tea rooms, convalescent homes, day cares, animal care and/or boarding are not considered permissible home based businesses.

I HAVE READ THE ABOVE PROVISIONS FROM THE UPPER DARBY ZONING CODE AND WILL ABIDE WITH THE PROVISIONS OF THE ORDINANCE IN THE USE OF THIS PROPERTY UNDER THE DEFINITION OF HOME BASED BUSINESSES. (INITIAL BELOW TO ACKNOWLEDGE)

	INITIALS
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Address of Property			
Your Name		Phone #	
Business Name			
Description of business			

Are you the owner of this property  Y or  N  If no, then a letter will be required from the owner that specifically grants permission to use this property for the proposed business.

Property Owners Name			Phone #	
Property Owners Address				
City		State		Zip

What area of the dwelling will be used for business purposes?  
 If the basement area being used, then you must provide a floor plan to prove that it was legally converted to a habitable space.

You will also be required to apply for the mercantile /business privilege license online at [eCollect.com](http://eCollect.com)

Signature			Date	
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Fee	\$100	Zoning District		Use #	
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Folio #	16-	Asst. Dir.	
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L&I Director			Date	
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