

TOWN OF POLAND

Code Enforcement Office
1231 Maine Street
Poland, ME 04274

Home Occupation/ Change of Use Permit Application



FOR OFFICIAL USE

Date	
Zoning	
Property ID	
Fee	
Reviewed By	
Permit Number	

1. Be sure to include all required information detailed on the permit checklist (see next page).
2. If you have any questions about what is required, contact the Code Enforcement Office.

Project Address:			
Parcel ID #:			
Estimated Cost of Work:			
Please Describe Your Project:			
Property Owner Information			
Owner Name:			
Mailing Address:			
Phone Number:		Fax Number:	
Email Address			
Applicant Information (If Different from Above)			
Contractor Name:			
Mailing Address:			
Phone Number:		Fax Number:	
Email Address:			

Please Submit all of the information on the applicable permit checklist.

I hereby certify that I am the Owner of Record of the named property, or that the owner of record authorizes the proposed work, and I have been authorized by the owner to make this application as his/her authorized agent. I agree to accept all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Officials shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Applicant Signature: _____ Date: _____

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Home Occupation Permit Checklist



Please submit all of the information outlined in this application checklist.

All of the following information is required and must be submitted for all Home Occupation permit applications:

- Dimensioned floor plans of the entire dwelling noting the specifics of your proposed home occupation.
- Right, Title, and interest for proposed application.
- A cover letter explaining your home occupation and how it meets the criteria of the Town's Comprehensive Land Use Code item by item (see Section 508.11).
- If there is going to be any construction, you will also need to apply for a residential building permit and meet all criteria of that application.

Separate permits are required for building, electrical, external and internal plumbing permits.

508.11 Home Occupations

- A) Home occupations and home-based occupations are permitted in any single or two family structure or any structure that is accessory to a single or two family structure.
- 1) Notwithstanding any provision of this Chapter to the contrary, the Code Enforcement Officer will approve and issue a change of use permit for home occupation and home-based occupation applications that meet the criteria listed below:
- a) The occupation is owned or operated by a member of the family residing within the dwelling unit.
 - b) In the case of a home occupation no more than two employees who are not members of the family are employed in the occupation.
 - c) In the case of the home-based occupation no more than two employees who are not members of the family are present at the dwelling at any one time.
 - d) It does not generate any nuisance, waste discharge, offensive noise, vibration, smoke, dust, odors, heat, glare, radiation, fumes detectable to the normal senses, or electrical interference which interferes with normal radio or television reception, or causes other nuisances which extend beyond the limits of the subject property. All waste material from the home occupation or home-based occupation shall be removed promptly from the premises according to State laws, this Code, local ordinances, and regulations.
 - e) There is no objectionable increase in traffic over that which is normal for the neighborhood.
 - f) If the home occupation or home-based occupation attracts any regular customer or client traffic there shall be at least two (2), but no more than three (3) off street parking spaces specifically designated for use by the employee and any customers of the home occupation or home-based occupation.
 - g) There shall be no public display of goods, wares, or machinery used in the home occupation or home-based occupation visible from any public or private way or adjacent properties.
 - h) There should be no display of any exterior exhibits, exterior storage of materials, or any other exterior indications of the home occupation or home-based occupation or variation from the residential character of the principal dwelling or accessory building.

- i) The existence of the home occupation or home-based occupation does not pose any potential threat to public health, safety, or welfare.
 - j) It does not adversely affect any natural resource or environmentally sensitive area including, but not limited to, a wetland, aquifer, watercourse, or waterbody. The home occupation or home-based occupation shall not use chemicals in quantities not commonly found in a residence.
 - k) Exterior signage shall comply with Section 508.18 of this Code.
 - l) No more than a total of three (3) vehicles and equipment trailers used in the home occupation or home-based occupation may be parked in the yard. Sufficient off street parking must be available for the vehicles and trailers. Materials stored on the vehicles or trailers must be enclosed inside the vehicle or covered over on the trailer.
 - m) When located in the shoreland area, business activities shall be wholly located within the residence.
- B) A home occupation or home-based occupation shall apply to the Applicant only while the Applicant resides at the property.
- C) Applications for home occupations and home-based occupations under Subsection A, shall be approved in writing by the Code Enforcement Officer. The Code Enforcement Officer or Designee shall send notifications of the decision to all property owners within five hundred ft. (500') of the edge of the Applicant's property.
- D) Yard Sales, Garage Sales, Lawn Sales, etc. – Yard sales are permitted without a need for a permit provided:
- 1) No more than three sales events may occur on any and all lots that have a common owner within any twelve (12) month period. Neighborhood sales shall have a sales event count as an event for each participating landowner/resident.
 - 2) No single event shall last more than ten (10) consecutive days.
 - 3) The total number of days for all sales events shall not exceed twenty two (22) days.
 - 4) Signs shall follow the rules of Section 508.18.