



Town of New Lebanon  
**HOME OCCUPATION CHECKLIST**

Application# \_\_\_\_\_

Name (print) \_\_\_\_\_

Tax Map # \_\_\_\_\_

Property Address \_\_\_\_\_

Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

1. What is the current use(s) of the structure/property ?

\_\_\_ single family dwelling      \_\_\_ multi-family dwelling  
\_\_\_ two family dwelling      \_\_\_ other (describe)

2.a. Where will the HOME OCCUPATION be conducted ?

\_\_\_ dwelling unit    \_\_\_ accessory structure    \_\_\_ both

b. The dwelling unit has \_\_\_\_\_ total sq ft habitable space. **(Attach floor plan for all floors)**

How much space will be associated with the HOME OCCUPATION ?

HOME OCCUPATION \_\_\_\_\_ sq ft used in the dwelling unit.

Accessory structure \_\_\_\_\_ sq ft (if used for HOME OCCUPATION).

Outdoor storage area \_\_\_\_\_ sq ft.

3. Will there be any employees other than the people who reside in the dwelling ?

\_\_\_ No    \_\_\_ Yes    HOW MANY ? \_\_\_\_\_

4. Will customers/clients come to this address ? \_\_\_ No    \_\_\_ Yes

How many per hour ? \_\_\_    How many per day ? \_\_\_\_\_

How many per week ? \_\_\_

What type(s) of vehicles ? \_\_\_\_\_

5. Will there be deliveries/pickups at this address ? \_\_\_ No    \_\_\_ Yes

How many per hour ? \_\_\_    How many per day ? \_\_\_\_\_

How many per week ? \_\_\_

What type(s) of vehicles ? \_\_\_\_\_

6. Will there be any vehicles associated with the HOME OCCUPATION parked on the property ?

\_\_\_\_\_ No    \_\_\_\_\_ Yes

What type(s) of vehicles ? \_\_\_\_\_

How many of each type ? \_\_\_\_\_

Where will they be parked ? \_\_\_\_\_

7. Will there be a HOME OCCUPATION sign ? \_\_\_ No    \_\_\_ Yes

**(Attach sign description/location)**

8. What will be the hours of operation ? \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

9. What days of the week will business be conducted ?

S - M - T - W - T - F - S (circle appropriate days).

10. **Attach:** \_\_\_\_\_ site plan    \_\_\_\_\_ narrative of the business.

Upon review of the above information, the Building Inspector will determine if a Special Exception or Variance is required, and if the Home Occupation Permit may be issued. The Zoning Board of Appeals will also use this information in connection with the Special Permit review.