



City of Everett
OFFICE OF THE CITY CLERK

Mailing Address: City Hall, Room 10, 484 Broadway, Everett, MA 02149
Phone: (617) 394-2225 **Hours:** M; 8:00a-7:30p, Tu-Wed; 8:00a-5:00p, Thur; 8:00a-7:30p
Website: www.ci.everett.ma.us

PERMIT APPLICATION
Home Occupation
 Fee: 35.00
 Issue Date: _____
 Expires: _____

Business (DBA) Name _____

Business (DBA) Address: _____ **Apt/Suite:** _____

Occupancy: **Single Family** **Multi-Family** **Condominium**

Description of Business: _____

Email Address : _____

| APPLICANT #1 | APPLICANT #2 |
|---|---|
| <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant | <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant |
| Name: _____ | Name: _____ |
| Phone: () _____ | Phone: () _____ |
| Fax: () _____ | Fax: () _____ |
| Address: _____ | Address: _____ |

Please read the home occupation permit guidelines and limitations. After completing the above application and agreeing to the limitations, please sign and date the Certification and return it, in person, to the City Clerk's Office at the address below.

Office of the City Clerk
 Everett City Hall, Room 10
 484 Broadway
 Everett, MA 02149

Limitation Agreement

I certify that I have read and understand each of the Home Occupation Permit limitations and I will comply with all limitations.

Signature: _____ **Date of Application:** _____

Signature: _____ **Date of Application:** _____

Limitations Governing Home Occupations

- (1) The total number of home occupations conducted within a dwelling unit is limited to one.
- (2) In no way shall the appearance of the residential structure or the premises be altered by a home occupation.
- (3) If the home occupation is the type in which classes or instruction is given, there shall be no more than two (2) students or pupils in the dwelling unit or on the premises at any one (1) time.
- (4) Retail sales, on premises, shall be prohibited except for the retail sales of merchandise, products, supplies or goods produced or fabricated on the premises as a result of the home occupation, provided that incidental retail sales may be made in connection with other permitted home occupations. (Examples: A dressmaker would be permitted to sell only clothing produced or fabricated on site and would not be allowed to purchase stocks of dresses for sale to the general public on-site.)
- (5) No person other than members of the immediate family or those permanently residing on the premises shall be employed, on a full-time or part-time basis.
- (6) Persons engaged in building trades or similar fields, using their dwelling units or residential premises as an office for business activities carried on off the premises, may have more employees if they are not employed on the premises nor report to the premises for any job-related purpose.
- (7) A home occupation shall be conducted only within the dwelling unit or an accessory building and shall not occupy more than twenty-five percent (25%) of the combined total floor area of the dwelling unit and accessory buildings on the premises.
- (8) There shall be no outside operations, storage or display of products, materials, goods, supplies or equipment associated with the home occupation.
- (9) The home occupation shall not require more than one (1) on-street parking spaces, for clients or customers, in addition to the off-street parking spaces available to the residence.
- (10) Home occupations shall not involve the use or storage at or on the premises of tractor trailers, semi-trucks or heavy equipment such as fuel trucks, logging or construction trucks or equipment. One commercial vehicle not to exceed (7,000 lbs) seven thousand pounds may be parked off-street at the premises during non-business hours.
- (11) Deliveries shall not exceed those normally and reasonably occurring from a residence and shall not require vehicles other than those customarily used for residential package delivery.
- (12) There shall be no signs related to the home occupation present on the property, except one (1) flush-mounted wall sign, not over two (2) square feet in area, indicating only the occupant's name and occupation.
- (13) A home occupation shall not be permitted to produce any offensive noise, vibration, smoke, electrical interference, dust, odors or heat. Any noise, vibration, smoke, electrical interference, dust, odors or heat detectable beyond the property lines shall constitute a violation of the terms of this provision.
- (14) Home occupations which will constitute a fire hazard to neighboring residences, will adversely affect neighboring property values or will constitute a nuisance or otherwise be detrimental to the neighbors because of excessive traffic, excessive noise, odors or other circumstances shall not be approved.
- (15) Hours of operation. In no case shall a home occupation be open to the public at times earlier than 8:00a.m. nor later than 8:00 p.m.