

APPLICATION INSTRUCTIONS FOR A HOME OCCUPATION:

What is the definition of a home occupation?

Per Township Zoning Ordinance § 275-24, a home occupation, either major or minor, is a use conducted entirely within a dwelling or in a building accessory thereto that is clearly incidental and secondary to the use of the dwelling for dwelling purposes, and that would be compatible with the residential character of an area.

A dwelling that only receives business mail at the address and does not involve the conduct of any other nonresidential use shall not be considered a home occupation and shall not by itself require a permit under the Zoning Ordinance for such activity; however, you still must submit your intentions to the Zoning Officer for review. At that time, a permit may or may not be required as determined by the Zoning Officer.

How do I apply for a home occupation permit?

1. You must fill out the Home Occupation permit application, attached.
2. Listed below are 18 criteria and assurance items used to review the appropriateness of conducting a home occupation from your residence. You must write a letter that fully addresses each of the items listed below. Number your responses and please answer in complete sentences. The review is quicker if we can clearly understand your proposed home occupation activities. Please sign and date the letter.

What are the 18 criteria items that I must respond to in my letter?

Per § 275-190D(11):

1. The home occupation shall not be conducted on the premises outside of a building. Where will you conduct your business?
2. The home occupation may be conducted in the principal residential building, provided that the area used for a home occupation shall not exceed 25% of the total floor area of the principal dwelling unit. How much of the house will be involved?
3. There shall be no outside storage of materials, products or equipment to be utilized in the home occupation. What kind of materials will you be storing and where will you store it?
4. There shall be no use of show windows or any type of display or advertising visible from outside the premises, except for a single nonilluminated sign no larger than four square feet in size constructed and placed in accordance with Article XVIII of the Township Zoning Ordinance. Do you plan on using a sign? If so, how big will it be and where will it be located?
5. Parking of trucks. The regulations of § 275-143 of the Zoning Ordinance shall apply to all home occupations. Temporary parking on the lot or on the street of trucks with six or more wheels or servicing by such trucks shall be limited to no more than one such truck for no more than a total of one hour per day and a maximum of five times per week. The parking of up to two trucks each with only four wheels on the ground and with or without routine signs attached to the

trucks shall be specifically permitted. How will trucks be used for your home occupation, if applicable?

6. No servicing by tractor-trailer trucks shall be permitted for a home occupation.
7. Specifically state what your home occupation shall entail. Uses permitted as a home occupation include but are not limited to: art studio, barber shop, beauty shop, professional office and instruction or tutoring of not more than four pupils simultaneously.
8. Please state your compliance with the following statement. The following uses shall not be permitted as a home occupation: animal hospital, stable, kennels, funeral parlor, retail store, restaurant or truck terminal.
9. No machinery or equipment shall be permitted with a home occupation that produces noise, odor, vibration, light or electrical interference beyond the boundary of the property. Describe the machinery you will use, if applicable, and how it will comply.
10. Please state that you are aware that if you are denied a home occupation permit, you may appeal the decision to the Zoning Hearing Board who may require such conditions as they deem reasonable and necessary to limit potential adverse effects of a particular use should they grant you a permit.
11. Parking and loading. Adequate space for off-street parking and loading shall be provided in accordance with Article XVII of the Township Zoning Ordinance. Such areas shall be located to the rear of the lot, if possible. Will there be off-street parking relating to the home occupation?
12. Building appearance. There shall be no change in the existing outside appearance of the building or premises or other visible evidence of the conduct of a home occupation, except for the permitted sign.
13. See conditions required by the definition of "home occupation, major or minor" in the Township Zoning Ordinance. Please read and understand the definition of a home occupation, major or minor found on page 1 of this packet.
14. No home occupation use shall be permitted that would generate vehicular traffic or noise in excess of what is common and expected in a residential neighborhood.
15. Number of employees allowed for a home occupation. A total maximum of one person working on the lot who is not a permanent resident of the dwelling where the home occupation is taking place.
16. Hours. No home occupation shall be conducted between the hours of 9:00 p.m. and 7:00 a.m. What are the hours of operation?
17. Chemicals. The home occupation use shall not involve the storage or use of hazardous or explosive materials or chemicals.
18. Some Home Occupations may require specialized vehicles; however per Zoning Ordinance § 275-145D, Storage of commercial vehicles in residential district: No commercial vehicle with a gross weight exceeding 8,500 pounds or with greater than two axles or any tractor or any trailer (as defined by this section) shall be maintained (except clearly emergency repairs), parked, stored or otherwise kept within a lot that is within a residential district between the hours of 6:30 p.m. and 9:00 a.m. any day of the week. Does your home occupation use require specialized vehicle(s)? If so, where will it/they be parked?

Your letter must assure this department that you understand and intend to comply with each requirement, or you must explain why a particular requirement will not apply to your home occupation.

What are some other things I should know about having this permit?

1. If you are granted a home occupation permit, remember that if you move to another address, whether within or outside of the Township of Bethlehem, the permit becomes null and void. It does not follow you, nor can your home be advertised for sale as having an approved home occupation business attached.
2. Any interior changes to accommodate your home occupation, such as installing outlets, moving walls, etc. will require you to submit a separate construction permit application.
3. Should your home occupation change in either scope or nature, you are required to reapply for a new permit.
4. You are required to obtain a Bethlehem Township Business Privilege License and remit the appropriate taxes to Berkheimer Associates, the tax collecting agency for Northampton County and the Township of Bethlehem. The paperwork needed to apply once the permit is issued is attached. This Business Privilege license must be readily available to the Zoning Officer upon request.
5. Upon picking up the permit, you must pay the \$96 fee and supply your driver's license (or other proof of residency) for a copy for the file.
6. You must phone the permits clerk at 610-814-6430 to schedule an inspection of the work area. A Certificate of Occupancy is required to conduct a home occupation business. At the discretion of the Zoning Officer, inspections may occur on a yearly basis.
7. If your home occupation is a day care or another related business, you must schedule a fire inspection with the Fire Marshall, either by calling the number above or in person at the permits desk. Additionally, you must register with the Pennsylvania Department of Human Services and provide a copy of the Certification of Registration to the Township before receiving a Certificate of Occupancy.

If you require additional assistance please call me at 610-814-6464.

Matthew Lubitz, BCO
Bethlehem Township Zoning Officer
Revised 1/11/2019



Township of Bethlehem

Department of Planning and Economic Development
Zoning and Construction Division
Offices of the Zoning Officer and Building Code Official

ZONING and PA UNIFORM CONSTRUCTION CODE (UCC) PERMIT APPLICATION

I. Zoning Permit Section

Date Received _____
Ins. Addendum Y N

A Zoning Permit and/or UCC Permit must be secured to: (a) construct, alter, erect, or enlarge any building or structure, and (b) to establish a new use, change of use, or change of occupancy of any building or structure.

All Relevant Sections of this form must be completed or application will not be accepted for review.

A. LOCATION OF PROPOSED WORK/IMPROVEMENT OR USE CHANGE

- 1. County: Northampton
- 2. Municipality: Township of Bethlehem
- 3. Zoning District: _____
- 4. Job Site Address/Street/City/Zip: _____
- 5. Tax Parcel ID #: _____
- 6. Subdivision/Land Development: _____
- 7. Owner: _____
- 8. Owner's Full Mailing Address: _____
- 9. Owner's Phone Number: _____
- 10. Owner's E-Mail and Fax: _____

B. PURPOSE/TYPE OF WORK OR IMPROVEMENT (Check numbers of categories that apply)

- 1. New Building or Structure (Principal or Accessory) –New Homes, Decks, Pools, Fences, Sheds, Patios, etc..
- 2. Change of Use (Existing Building/Structure)
- 3. Home Occupation Minor/Major
- 4. Change of Occupancy (Existing Building/Structure)
- 5. New Use (Within Existing Building/Structure)
- 6. Addition to Existing Building or Structure
- 7. Alteration to Existing Building or Structure
- 8. Demolition/Razing of Existing Building or Structure

Note: If items 1., 5., 6., 7 and/or 8. are checked, relevant UCC Permit requirements are applicable. See Section II.

Zoning and PA UCC Application Form

C. SPECIAL REQUIREMENTS AND DOCUMENTATION (Required for all projects)

1. Does this construction involve modular units built in a factory? Yes No . If "Yes", submit a letter from a licensed design professional certifying that construction within the modular unit(s), or the full assembled modular building that are hidden from view will fully comply with all requirements of the PA UCC.
2. Is this construction regulated by the Health Care Facilities Act? Yes No . If "Yes", submit 1 copy of approval letter from the Pennsylvania Department of Health.
3. Is this construction exempt from energy code requirements? Yes No . If "Yes", 1 copy of letter indicating that the building or structure will use neither electricity nor fossil fuels, and thus is exempt per ASHRAE 90.1, Section 2.3 (B). If "No", submit 1 copy of the COM/RES-Check documentation or a completed Pennsylvania Department of Labor and Industry Energy Code Prescriptive Compliance Report (UCC-14) for review and processing.
4. Is project in a flood prone or hazard area? Yes No . If "Yes" submit 1 copy of one of the flood hazard certifications as mandated in section 1612.5 of the International Building Code.
5. Will any portion of a flood prone or hazardous area be disturbed? Yes No . If "Yes", provide documentation and information demonstrating compliance with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978) and the Township of Bethlehem Flood Plain Development Ordinance.
6. Are any of the International Building Code (Chapter 17) special inspections or structural observations required? Yes No . If "Yes", please submit a completed Pennsylvania Department of Labor and Industry Special Inspections Observations Statement (UCC-6)
7. Will an alternative construction method or material be used on the project? Yes No If "Yes", submit a signed statement indicating that the proposed method or material meets the requirements of 34 PA Code Section 403.44 (UCC).
8. Is this application for "phased approval"? Yes No If "Yes", submit a letter signed by the design professional and owner acknowledging that the issuance of a permit for phased construction provides no assurance that the Township will grant approval of any subsequent UCC permits needed to complete the construction, and that the design professional and owner will ensure that the building/structure fully complies with all UCC requirements before occupancy.
9. Will the new use/building involve the storage, handling and use of Hazardous Materials of Hazardous Materials? Yes No If "Yes", list all materials on a separate sheet and provide all current MSDS Sheets each material.
10. If applicable, has the supporting Site Plan and/or Land Development Plan been approved by the Township of Bethlehem? Yes No If "Yes", provide plan recording Date _____ and the Plan Book # _____ and the Page # _____. If "No", contact the Township of Bethlehem Planning Department at 610.814.6440 for further direction.

III. Applicant's Understanding and Certification in Lieu of Sworn Oath

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

A. UNDERSTANDING

NOTICE: In addition to a zoning/construction permit, you may need to make other applications and obtain other permits for the development you propose, including but not limited to, depending on location of your premises, for an on-lot sewage permit and/or connection to a public sewer connection permit, water connection permit, and/or Land development approval, prior to being able to commence construction. Further, following construction and prior to your placing into use the proposed structure/building, you will need to procure an Occupancy Permit.

NOTICE: The contractor and/or owner are prohibited by law from employing any individual to perform work pursuant to this zoning/building permit unless contractor provides proof of worker's compensation to Bethlehem Township. (See Insurance Addendum Form) Contractor and/or owner are also prohibited by law to building or remodeling under subject Permit from engaging the services of a subcontractor unless subcontractor maintains worker's compensation insurance coverage as to subcontractor's employees. Failure of Contractor and/or owner or the Applicant for this Permit to maintain worker's compensation insurance according to law of Commonwealth of Pennsylvania, and as to said insurance, naming Bethlehem Township as a named certificate holder, requires stoppage of all construction/work under Zoning/Construction Permit issued and such Permit may be revoked.

NOTICE: In addition to a construction/zoning permit, if the subject property does or will require access to a public road or street, and/or will require improvement/change of existing driveway access to a public road or street: If such public road or street is under the jurisdiction of the Commonwealth of Pennsylvania, you must obtain a Highway Occupancy Permit pursuant to Act No. 428 of 1945, as amended, known as the "State Highway Law"; Application for such Highway Occupancy Permit as to a Commonwealth road or street must be made to, with and processed by the Pennsylvania Department of Transportation. If such road or street is under the jurisdiction of Bethlehem Township, you must apply for and obtain a Driveway Permit from the Township. For Township Driveway Permits, contact the Township Public Works office at 610.814.6442

NOTICE: Property owner is responsible for determining if property is subject to private covenants or private plan restrictions and compliance with the restrictions. Private covenants may be more restrictive than zoning regulations. Issuance of a Zoning/Construction permit does not constitute compliance with private covenants or restrictions. Permits issued in violation of any private covenants or restrictions are the sole responsibility of the property owner or their authorized representative.

NOTICE: No building permit will be issued for any application for any project requiring Site Plan and/or Land Development approval by the Township of Bethlehem Board of Commissioners until such time that said plan and any supporting Developer's Agreements are duly recorded at the County of Northampton Office of Recorder of Deeds.

B. CERTIFICATION and FURTHER UNDERSTANDING

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents the Bethlehem Township Zoning Ordinance, as amended and PA Act 45 (Uniform Construction Code), as amended and any additional approved building code requirements adopted by the Township of Bethlehem. The property owner and/or applicant responsible for locating all property lines, setback lines, easements, rights-of way, flood prone areas, etc and showing such on the plan documentation. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Township of Bethlehem or any other governing body that may or may not have been identified The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

I/We permit the Township’s Zoning Officer, the Code Administrator or the Code Administrator’s authorized representative to have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the ordinances and code(s) applicable to such permit, and understand the procedure for notifying the Jurisdiction for the required inspections.

Furthermore, as the owner or the authorized agent of the project for which this application is filed, I certify that:

1. The estimated construction cost and all other information provided as part of this application for a building permit is correct and accurately indicative of the cost of the project.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the Township of Bethlehem.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code, as amended, standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with the Township of Bethlehem.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the Township of Bethlehem.
6. When required, up to 20% of the total cost of any work performed on an area of primary function in an existing building will be expended to provide an accessible route to the area of primary function.
7. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405., as amended.

I/We do hereby agree to observe and adhere to any and all provisions of the Bethlehem Township Zoning Ordinance and/or Building Code and UCC Requirements, and do further agree and understand that my failure to do so shall constitute a violation as to any Permit issued per this Application, which violation shall cause any Permit to become Null and Void, and revocable by Bethlehem Township via its Zoning Officer and/or Code Administrator or other designated agent.

I/We hereby certify that as applicants, owners, contractors, agents or others that I/we completed and read the foregoing Application and that the information and statements in this application and other representations contained in all accompanying plans are made a part of this application and are true and correct to the best of our knowledge and belief. This statement and verification are made subject to the penalties of 18 PA.C.S.A. Section 4904 relating to un-sworn falsifications to authorities, which provides that if I/we knowingly make false statements or averments, I/we may be subject to criminal penalties.

If applicant is an agent of the Owner, he/she hereby certifies that he/she has the authority, under the penalty of 18 PA.C.S.A. Section 4904 relating to un-sworn falsifications to authorities, to act on behalf of the owner.

APPLICANT(S) NAME(S) _____

STREET ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

PHONE _____

APPLICANT(S) SIGNATURE(S) _____

SIGNATURE DATE _____

TOWNSHIP USE ONLY:

_____ 1 ST Denial	Permit No. _____
_____ 2 nd Denial	Fees _____ (Township)
_____ 3 rd Denial	_____ (Electric)
_____ 4 th Denial	_____ (UCC)
_____ Correction List	_____ (Traffic Impact, if applicable)
_____ Sanitary Sewer	_____ (Recreation Impact, if applicable)
_____ On-Lot Sewage	_____ (BTMA)
	_____ Total

**BETHLEHEM TOWNSHIP
APPLICATION FOR BUSINESS PRIVILEGE LICENSE**

Bethlehem Township Ordinance 2-76, Section 5, provides that any person desiring to conduct, or to continue to conduct any business within the Township of Bethlehem, shall file an application for **Business Privilege License** with Berkheimer, Business Privilege Tax Administrator for Bethlehem Township, and shall pay a fee of TEN DOLLARS (\$10.00) for the initial license and shall pay a fee of TEN DOLLARS (\$10.00) for each renewal thereof, as amended by Resolution R40-79. In cases where more than one place of business is conducted, a separate license shall be applied for and issued for each place of business.

Business Name: _____

Business Address:
(if different from above) _____

Business Phone Number: _____

Owner: _____

Owner's Address: _____

Owner's Home Phone Number: _____

Nature of Business: _____

If New Business,
Date Started in Bethlehem Township: _____

Federal Tax ID or Social Security Number: _____

Number of Employees (excluding owner): _____

IF APPLICABLE:

Number of Pinball Machines _____ Number of Video Games _____ Number of Juke Boxes _____

Signature and Title _____

I declare under penalty of perjury that this application is made in good faith, and that all information herein is true and correct.

THIS BUSINESS PRIVILEGE LICENSE APPLICATION FEE IS DUE AND PAYABLE NOW, and must be received by Berkheimer no later than December 31, Failure to comply will result in an additional TEN DOLLAR (\$10.00) LATE FEE.

Retain the bottom (pink) copy of this application and display conspicuously until you receive your license. Return the top two copies (white and yellow) to Berkheimer with your full payment. Your Business Privilege License will be sent to you upon receipt of payment.

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Berkheimer at 610-363-7214, during the hours of 9:00 a.m. through 4:00 p.m., Monday through Friday. If Berkheimer is not the appointed tax hearing officer for your taxing district, you must contact your taxing district about the proper procedures and forms necessary to file an appeal.

Make checks payable and remit to:
HAB-BPT:
325-A North Pottstown Pike
Exton, PA 19341
610-363-7214

MUNICIPAL AND/OR SCHOOL TAX QUESTIONNAIRE

TAX OFFICE USE ONLY

Account Code No: _____

This form is to be completed within 10 days and returned to Berkheimer Tax Administrator.
A return envelope is provided for your convenience.

Please type or print

Name of Business: _____

Business Address: _____

Correct Taxing Jurisdiction: _____
Name of Township or Borough where Business is located.

Mailing Address: _____

Telephone Number: _____

Name of Owner(s): _____

Date Business Operation Began: _____

Name of Former Owner (if accessible): _____

Type of Business: _____

If your business is currently filing the MERCANTILE/BUSINESS PRIVILEGE TAX with us, indicate your license number and/or account number.

Return this questionnaire to our office within ten (10) days in the enclosed envelope.

Sincerely,

BERKHEIMER TAX ADMINISTRATOR

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collecti of local taxes by calling Berkheimer at 610-363-7214, during the hours of 9:00 a.m. through 4:30 p.m., Monday through Friday. Berkheimer is not the appointed tax hearing officer in your taxing district, you must contact your taxing district about the pro procedures and forms necessary to file an appeal.