



TOWNSHIP OF O'HARA
325 FOX CHAPEL ROAD
PITTSBURGH, PA 15238
(412) 782-1400 FAX (412) 782-4530

**PROCEDURAL GUIDE FOR HOME OCCUPATION
REGISTRATION**

APPLICATION

INITIAL ☐

RENEWAL ☐

(Check One)

- ① Submit completed application.
- ② Submit initial Home Occupation fee \$50.00 **or** Renewal fee \$25.00
- ③ The application will be reviewed and you may be contacted to schedule an inspection of the premises within fifteen (15) days.
- ④ You will be notified in writing of either approval or denial of the Home Occupation request. If approved, the Home Occupation Permit is valid for a period of one (1) year from the date of approval. If denied, you may appeal the decision to the O'Hara Township Zoning Hearing Board.

RENEWAL:

Home occupation permits may be renewed annually provided there has not been any violation of the provisions of O'Hara Township Code Chapter 455 (Zoning), Section 14.22. Requests for renewals shall be submitted to the Zoning Officer, in writing, accompanied by a renewal fee of \$25.00 one (1) month prior to the expiration of the permit. Payment may be made by check, money order, or if paying with credit card you must present it at the Township building.

**Township of O'Hara
325 Fox Chapel Road
Pittsburgh, PA 15238
Phone: 412-782-1400 Fax: 412-782-4530**

Home Occupation Registration

NAME: _____

ADDRESS: _____

PHONE NUMBERS: DAY _____ **EVENING** _____ **FAX** _____

NAME OF BUSINESS: _____

**NAME AND SOCIAL SECURITY NUMBER OF ALL INDIVIDUALS INVOLVED IN
THE HOME OCCUPATION, INCLUDING FAMILY MEMBERS:**

NAME

S.S.#

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**DESCRIBE HOME OCCUPATION IN SUFFICIENT DETAIL TO DETERMINE
COMPLIANCE WITH O'HARA TOWNSHIP CODE CHAPTER 455 (ZONING),
SECTION 14.22:**

- 1. Will there be any alteration(s) made to the structure to accommodate the home occupation? Yes ☐ No ☐**

If you answered yes, describe alterations: _____

- 2. Will the primary use of the property be residential? Yes ☐ No ☐**

- 3. Will vehicular traffic increase as a result of the home occupation? Yes ☐ No ☐**

- 4. Will all parking be off street? Yes ☐ No ☐**

Number of parking spaces provided: _____

5. Will any part of the home occupation be carried on outside of the premises? Yes ☐ No ☐

6. Will any materials or equipment be stored outside of the dwelling on exterior of property?
Yes ☐ No ☐

7. Will the home occupation generate any noise or odors? Yes ☐ No ☐

If yes, describe: _____

8. Will any onsite training, meetings or conferences be held on site? Yes ☐ No ☐

If renewing, have any changes occurred to the home occupation that violate O'Hara Township Code Chapter 455 (Zoning), Section 14.22 (copy Attached)?
Yes ☐ No ☐

If so, describe the changes _____

***** Attach floor plan indicating which area of the home is dedicated to the Home Based Business. *****

AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA, COUNTY OF ALLEGHENY:

Before me, the undersigned authority in and for the Commonwealth and County aforesaid personally appeared:

Who, by me, first duly sworn according to law depose(s) that he, she or they (is or are) the owner(s) of the above described property, that all of the statements contained above are truly and correctly set forth to the extent and character of the work for which this application is made.

(Signature of Owner)

Sworn to and subscribed before me this _____ day of _____ 20 _____
(Affix Seal of Office)

(Notary Public, Justice of the Peace or Alderman)

My Commission expires _____ 20 _____

Township Use Only

Date Received: _____

Renewal Expires: _____

Fee Paid: \$ _____ CK# _____ or CC _____

Approved : Yes ___ No ___

By: _____