



**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**

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**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 Section 72-13.101 of the O'Hara Township Zoning Ordinance. 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  
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 SECTION 72-13.101 OF THE O'HARA TOWNSHIP ZONING ORDINANCE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 Section 72-13.101 of the O'Hara Township Zoning Ordinance (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 \_\_\_\_\_

<b><u>Township Use Only</u></b>	
Date Received _____	Renewal Expires _____
By _____	Approved: Yes ___ No ___
Visa/MasterCard Number _____ (16 digits)	
Cardholder Signature _____	