

**PROFESSIONAL/HOME OCCUPATION CERTIFICATE**

**THE BOROUGH OF HANOVER  
44 FREDERICK STREET  
HANOVER, PA 17331  
(717) 637-3877  
Facsimile No. (717) 637-2805**

**PART I - APPLY**

This is to certify that I, \_\_\_\_\_, hereby apply to  
*(Owner or Agent)*

establish a professional or home occupation on premises located at:

1. The (land) (dwelling) (accessory building) located in Zoning District \_\_\_\_\_  
will be used for: \_\_\_\_\_

2. [ ]: Sketches attached, [ ]: Photographs attached.  
Other details of the professional or home occupation are:

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Owner or Agent)*

Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Zoning Officer)*

**PART II - REQUIREMENTS**

This certifies that the (owner) (agent) of the property located at:

\_\_\_\_\_ has met the requirements of the Zoning Ordinance and a certificate is hereby issued  
subject to the following conditions:

\_\_\_\_\_ The right to continue, alter, restore, reconstruct, change, sell or maintain the premises in  
compliance with the regulations of the Zoning Ordinance is hereby confirmed.

Certificate issued on: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This certificate does not in any way relieve the owners, or any other person or persons in possession  
or control of the building, or any part thereof, from obtaining such permits or licenses as may be prescribed  
by law for the uses or purposes for which the land or building is designed or intended; nor from complying  
with any lawful order issued with the object of maintaining the building or land in a safe lawful condition.

**FOR BOROUGH OFFICE USE ONLY**

Professional/Home Occupation Receipt No.: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_ Fee Professional/Home Occupation: \_\_\_\_\_

## CHECKLIST FOR HOME OCCUPATION

- Completed Form
- Attach a letter with full description of home occupation including:
  - Nature of activities
  - Days of operation
  - Hours of operation
  - Number of persons involved
  - Deliveries
  - Sales that might be involved, etc...
- Attach a sketch plan of the home, indicating size of rooms and note room(s) home occupation will take place in.
- Attach a site plan of the property including:
  - Show lot size
  - Home
  - Any out-buildings
  - Parking areas
  - Fences
  - Pools, etc...
  - Streets and alleys
- If you do not own your home, you need a letter from the landlord giving permission to apply for the home occupation.