



# CITY OF LYNN

INSPECTIONAL SERVICES DEPARTMENT

Room 401, Lynn City Hall, Lynn, MA 01901 Tel: (781) 598-4000 Fax: (781) 477-7031 ISDOnline@LynnMa.gov

## HOME OCCUPATION APPLICATION

Name of Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone#: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Description of Business: \_\_\_\_\_

### Property Owner Information (This section should be filled out by the Home Owner/ Landlord)

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone#: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

- **By signing this form you are acknowledging that you are aware that your renter/tenant has applied for a Home Occupation Permit with the City of Lynn. This will allow them to have an office at the premises, have a business mailing address, and ONLY to do paperwork at the premises. No actual business with customers/clients is permitted.**

Total Fee for application is \$100.00 (Nonrefundable)

## CONDITIONS OF APPROVAL FOR HOME OCCUPATION PERMIT

1. The occupations, business, trade, service or profession shall be carried out: (1) wholly within the principal residential dwelling unit; (2) within a building or other existing structure accessory thereto which has been in existence at least five (5) years without extension or alteration thereof, from the time such use commences.
2. Not more than twenty-five (25) percent of the gross square footage of the residence including any qualified accessory structures, shall be used in the home occupation, business trade, service or profession.
3. The building or premises occupied or used thereof shall not be rendered objectionable or detrimental to the residential character of the neighborhood due to the operation of said occupation, business, trade, service or profession, which shall include, but not be limited to, the exterior appearance of said building or premises, emissions of odor, gas, smoke, dust, noise, electrical disturbance, parking, lighting, visitation, traffic, nuisance or in any way as determined solely by the Lynn City Council.
4. There shall be no additional traffic generated by the home occupation, business, trade, service or profession.
5. A proposed occupation, business, trade, service or profession shall apply for a business certificate and occupancy permit and shall not commence with said occupation, business, trade, service or professional prior to being granted such business certificate and occupancy permit. In the event of a proposed occupation, business, trade, service or profession is being requested by lessee and not the owner of record of the premises, a signed statement of the owner of record must be attached to the application for such occupancy permit stating that the owner of record authorizes the proposed occupation, business, trade, service or profession.
6. There shall be no display of goods or wares visible from the street or sale of merchandise from the premises.
7. Any such building shall include no feature of design not customary in buildings for residential use and shall be in keeping with the character of the neighborhood.
8. No exterior storage of materials, and no other exterior indication of the home occupation, business, trade, service or profession, or other variation from the residential character of the premises, shall take place.
9. No employee of the occupation, business, trade, service or profession who is not a member of the household, shall be present on the premises of the home occupation at any time.
10. The occupation, business, trade, service or profession shall not allow patients, clients, customers, salespersons, or any other non-resident conducting business or the like to be present on the premises at any time.
11. There shall be no exterior posting of signs, exterior displays, or displays on the interior that can be seen from the exterior or other advertising devices.
12. No parking of vehicles or visitation generated by the occupation, business, trade, service or profession shall be permitted other than the personal vehicles of members of the household and provided said vehicles are in the nature of vehicles designed for personal use, and not commercial use.
13. It is the specific intent of this section that no occupation, business, trade, service or profession authorized under this section be visible from outside the premises or in any other way adversely affect any abutting resident or neighbor in the vicinity, and any such occupation, business, trade, service or profession that is visible or in any other way adversely affects any abutting resident or neighbor may be deemed a violation of this section.
14. The following home occupations shall be specifically excluded under the section: Massage Parlors, Autobody/Autobody Part Sales and Repairs, and Physician's Office.

Note: Any homeowner looking to establish a home occupation not in compliance with Section 6.4.1 of the City of Lynn Zone Ordinance shall be required to obtain a Special Permit from the Lynn City Council.

I have read and agree to the above stipulations to the home occupation permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date