



**Town of Moultonborough  
LAND USE DEPARTMENT  
PO Box 139  
Moultonborough, NH 03254  
603.476.2347**

**APPLICATION FOR A CUSTOMARY HOME OCCUPATION**  
(This is a one-time permit, renewable only in event of business condition changes)  
**Annual Fee: \$00.00**

**CHO Permit #:** \_\_\_\_\_  
**Date Received:** \_\_\_\_\_  
**Fee Paid:** \_\_\_\_\_

**Applicant**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Cell \_\_\_\_\_  
Address of Property \_\_\_\_\_  
Zoning District \_\_\_\_\_

**Owner**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Cell \_\_\_\_\_  
MAP \_\_\_\_\_ LOT \_\_\_\_\_

**DESCRIPTION OF BUSINESS OR PROPOSED USE:** \_\_\_\_\_

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

Structure Sq. Ft.: \_\_\_\_\_ Business Sq. Ft. \_\_\_\_\_ Days and Hours of Operation: \_\_\_\_\_

# of Employees: \_\_\_\_\_ # of Commercial Vehicles Parked Overnight: \_\_\_\_\_

**Customary Home Occupation Questions**

**Yes No (check one)**

- ☐ ☐ Have you ever obtained a Customary Home Occupation Permit from the Land Use Department?
- ☐ ☐ Does the applicant reside at the dwelling unit for which the home occupation permit is being requested?  
This is required for all CHO permits.
- ☐ ☐ Will Customary Home Occupation (CHO) be operated entirely within (inside) the applicant's dwelling or accessory structure? If no, stop; this is not an allowed use in a residential district.
- ☐ ☐ Will the CHO use more than twenty-five (25%) percent of the net floor area of the principal and any accessory building, not to exceed six hundred (600) square feet? (The floor area may include a finished basement, finished attic or attached garage). If yes, stop; this is not an allowed use in a residential district.

**Yes No (check one)**

- ☐ ☐ Will the CHO involve the parking or storage on the property of tractor trailers, semi-trucks, or heavy equipment such as construction equipment used in a business? If yes, stop; this is not an allowed use in a residential district.
- ☐ ☐ Will the CHO employ more than one person in addition to those who are permanent residents of the dwelling unit in which the home occupation is conducted? If yes, stop; this is not an allowed use in a residential district.
- ☐ ☐ Will there be any employees come to the site at any time to receive instructions for the day, week, month, or year? (rallying)
- ☐ ☐ Will any of the employees come to the site to do any administrative work for the business?
- ☐ ☐ Do you use your dwelling as an office for business administration activities for work/jobs completed off the premises?
- ☐ ☐ Is there any wholesale or retail business being conducted?
- ☐ ☐ Will the wholesale or retail business be conducted entirely by mail or through the internet?
- ☐ ☐ Will it involve the sale of merchandise other than sales of products or goods produced or fabricated on the premises?
- ☐ ☐ Will the CHO produce any noxious matter or perceptible noise? If yes, Stop; this is NOT an allowed use.
- ☐ ☐ Will there be toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted materials used or stored on the site. If yes, Stop; this is NOT an allowed use.
- ☐ ☐ Will there be any alterations of the residential appearance, including creation of a separate entrance to the dwelling?
- ☐ ☐ Has a recent addition been on the home for at least one year before home occupation is applied for?
- ☐ ☐ Will there be a Commercial telephone directory listing, radio, or television service, used to advertise the location of a home occupation to the general public? (traffic)
- ☐ ☐ Will there be more than two vehicles utilized in conducting the business? If yes, Stop; this is NOT an allowed use.
- ☐ ☐ Will there be commercially licensed vehicles utilized in the business?
- ☐ ☐ Will there be retail sales of products or goods produced or fabricated on the premises? If yes, please explain process in Description of Business block above in detail.
- ☐ ☐ Will there be a double-sided sign larger than 8 square feet in area? If yes, Stop; this is NOT an allowed use.
- ☐ ☐ Will the sign be illuminated? If yes, Stop; this is NOT an allowed use.
- ☐ ☐ Will there be parties (more than twice a month) for the purpose of selling merchandise or taking orders? (Traffic and parking concerns)
- ☐ ☐ Will one (1) additional off-street parking space be provided (for a total of (2) two) for the home occupation?
- ☐ ☐ Will there be display visible from the street of goods, materials, or products connected with the home occupation? If yes, Stop; this is NOT an allowed use.

**Yes No (check one)**

- ☐ ☐ Will there be materials, which decompose by detonations?
- ☐ ☐ Will there be additional points of access to any street, road, or highway? If yes, any proposed curb cuts (driveways) must conform to the Town or State driveway ordinances and requires a valid permit.
- ☐ ☐ Will there be any on-site sales promotions or training activities?

**This application must be accompanied by the following:**

- Sketch plan with:
  - All building dimensions (any additions, if applicable)
  - Parking areas or spaces with size, spaces, flow pattern, and drive aisles as applicable
  - Location of proposed CHO and size of area used for
- Description of type of business, proposed hours, estimated number of clientele, and any other significant or requested information. (May be in Description block above.)

**CERTIFICATION**

I/We have read this application in its entirety and have determined that I/We would fall under the guidelines of a Customary Home Occupation (CHO). I/We do hereby verify by signing this application that I/We meet the guidelines of a Customary Home Occupation (CHO).

If the application for the home occupation is approved, I/We will comply with the ordinance of the Town of Moultonborough, in the operation of the approved use. I/We agree to allow the Code Enforcement Officer or his designee to inspect the subject-property upon reasonable notice to ensure compliance with all requirements. I am/we are aware that if any of these restrictions are violated, it will result in revocation of this permit and associated Certificate of Occupancy, and/or possible fines.

Title Holder Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name: \_\_\_\_\_

Occupant/Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name: \_\_\_\_\_

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**(For Office Use Only)**

Reviewed and Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Conditions of Approval (if applicable):

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

Reviewed and Denied by \_\_\_\_\_ Date \_\_\_\_\_

Fee \_\_\_\_\_ Check Number \_\_\_\_\_

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**Customary Home Occupations.** An occupation carried on as a secondary use in a dwelling unit or accessory building by the occupant of such unit. For the use of a dwelling or accessory building in any District for a "home occupation," the following conditions shall apply:

- a. "Home occupation" shall include not more than one (1) of the following uses, provided that such uses are clearly incidental and secondary residential purposes; dressmaker, artist, arts and crafts, writer, teacher, provided that not more than eight (8) pupils simultaneously occupy the building, musician, antique dealer, lawyer, doctor, photographer, dentist, architect, engineer or practitioner of any other profession or similar occupation which may be unobtrusively pursued in a residential area. Where occupants of the same dwelling unit pursue differing customary home occupations, said occupations shall be considered as one so long as the following criteria are adhered to as if said occupations were singular.
- b. No more than one (1) nonresident shall be employed therein.
- c. The use is carried on strictly by the occupant of the principal building.
- d. No more than twenty-five percent (25%) of the existing net floor area of the principal and any accessory buildings not to exceed six hundred (600) square feet is devoted to such use.
- e. There shall be no display of goods or wares visible from the street.
- f. No advertising on the premises other than the signage allowed in Article 5, Signs, Section 505, E, and carrying only the occupant's name and his occupation.
- g. The buildings or premises occupied shall not be rendered objectionable or detrimental to the residential character of the neighborhood because of the exterior appearance, traffic, emission of odor, gas, smoke, dust, noise, electrical disturbance or in any other way. In a multi-family dwelling, the use shall in no way become objectionable or detrimental to any residential use within the multifamily structure.
- h. Any such building shall include no exterior feature of design not customary in buildings for residential use.
- i. Such uses as clinics, retail bakeries, gift shops, coffee houses, animal hospitals, kennels, Auto Repair, on-site Auto Sales, Landscaping Businesses (but NOT the office portion of said), on-site Lawnmower/Tractor Sales and or Service and others of a similar nature shall not be considered as home occupations.
- j. A minimum of two (2) off-street parking spaces shall be provided. All driveways to be used in connection with such occupations shall conform to the Town's driveway standards.
- k. Not more than two (2) commercial vehicles in connection with such home occupation shall be stored on the premises.
- l. A permit shall be applied for and received, and a certificate of occupancy for the proposed use shall be issued by the Code Enforcement Officer verifying conformance with the preceding standards. Said Certificate of Occupancy may be revoked if the Code Enforcement Officer determines that the above-stated conditions have not been complied with.