

**City of South Portland Code of Ordinances
Chapter 27 – Zoning Ordinance**

Section 27-201. Definitions.

Home occupation. An occupation or profession which is: Customarily carried on in a dwelling unit or in a building or other structure accessory to a dwelling unit; carried on by a member of the family residing in the dwelling unit; clearly incidental and secondary to the use of the dwelling unit for residential purposes; conforms with the following conditions:

- (a) The occupation or profession shall be carried on wholly within the principal building.
- (b) Not more than two (2) persons outside the family shall be employed in the home occupation.
- (c) There shall be no exterior display, no exterior sign (except as expressly permitted by the district regulations of this Chapter), no exterior storage of materials and no other exterior indication of the home occupation or variation from the residential character of the principal building.
- (d) No nuisance shall be generated, including but not necessarily limited to offensive noise, vibration, smoke, dust, odors, heat, glare, traffic or parking.
- (e) The home occupation shall not use more than twenty-five (25) per cent of the total floor area of the residential structure.
- (f) The following are examples of permitted uses under this definition:
 - (1) Office of doctor, dentist, lawyer, engineer, or member of similar recognized profession.
 - (2) Office of teacher or musician.
 - (3) Office of real estate broker or salesman or insurance agent.
 - (4) Use of premises for dressmaking or millinery.
 - (5) Letting of rooms or taking of boarders to a maximum of two (2) persons conducted by resident occupants only.
 - (6) Family day care home.
 - (7) Group day care home.
- (g) The following uses are specifically prohibited:
 - (1) Tourist camps, cabins, motels, hotels and mobile home parks.
 - (2) Restaurants or other public eating places.

Family day care home. A facility serving up to six (6) individuals (child day care, adult day care or both) either on a regular or non-recurring basis and classified as a home occupation if it is located in the operator's residence.

Group day care home. A facility serving seven (7) to twelve (12) individuals (child day care, adult day care or both) either on a regular or non-recurring basis and classified as a home occupation if it is located in the operator's residence.

**CITY OF SOUTH PORTLAND
HOME OCCUPATION APPLICATION**

Fee: \$50.00 Fee paid

Application # 200 _____ Application Date _____

Permit # _____ Date Issued: _____

Address: _____ Map _____ Lot _____

Property Owner: _____ Phone: _____

Does Property Owner live on site? _____
(If not, please attach permission letter from property owner.)

Name of person conducting home occupation: _____

Name of Occupation/Profession dba (if applicable) _____

of persons employed in home occupation that live at above address: _____

of persons employed in home occupation not living at above address: _____

Briefly describe home occupation: _____

of Parking Spaces provided: _____
(attach plot plan indicating location of parking spaces)

Does your home occupation require building, sign, plumbing or electrical permits? _____

Please be advised that a home occupation shall not use more than twenty-five (25) per cent of the total floor area of the residential structure. There shall be no exterior display, no exterior storage of materials and no other exterior indication of the home occupation or variation from the residential character of the principal building. No nuisance shall be generated, including but not limited to offense noise, vibration, smoke, dust, odors, heat, glare, traffic or parking.

I acknowledge that I have read the above statement and certify that all information given in this application is accurate.

Date

Signature of Applicant

Date

APPROVED

Code Enforcement Office, 62 E St., South Portland, ME 04106 – (phone 207-767-7603) (fax 207-767-2197)
Mailing address: City of S Portland Code Enforcement, PO Box 9422, South Portland, ME 04116-9422