



**Town of Bar Harbor**  
Planning & Code Enforcement

## Home Occupation Approval Form

This form is to be used when seeking approval for a home occupation use. A completed building permit application must also be submitted to the Code Enforcement Department.

Home Occupation: A business, trade, arts, occupation or profession conducted for gain and support which is customarily carried on entirely within a residential dwelling unit or structure accessory to the dwelling unit which is clearly accessory and incidental to and compatible with the surrounding residential uses.

Property Address: \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_

Owner: \_\_\_\_\_

Applicant: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

NOTE: If not owner, please attach written authorization to apply for permits and/or approvals.

### I. General Requirements

All Home Occupations must:

- Not produce objectionable conditions such as noise, vibration, smoke, dust, electrical disturbance, odors, heat, glare, or activity at unreasonable hours
- Not increase the volume of traffic so as to create a traffic hazard or disturb the residential character of the immediate neighborhood
- Provide adequate off-street parking shall be provided for any employees allowed above and for the vehicles of the maximum number of users a home occupation may attract during peak operating hours in addition to the normal requirements of the dwelling
- Comply with the home occupation signage requirements listed in section III

Notes:

1. For purposes of this chapter, use of residential buildings for transient accommodations shall not be considered a home occupation but rather shall be governed by other provisions of this chapter.
2. The Code Enforcement Officer shall refer any request for a land use permit for a home occupation, or an owner within 300 feet of a home occupation may submit a request, to the Board of Appeals if there is any doubt as to whether the proposed use fails to meet any of the requirements.

**II. Property Location Requirements** (please select A, B or C)

A. Properties with frontage on Routes 3 and 102: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Home occupations must:

1. Be conducted within a residential dwelling without substantially changing the appearance or condition of the residence or accessory structures
2. Be compatible with the district where they are located
3. Seek minor site plan review if non-family members are employees
4. Meet the following Approval Criteria

Approval Criteria: (must meet all)

- The home occupation use is incidental and subordinate to the residential use of the dwelling (accessory structures may be fully dedicated to the home occupation)
  - No more than five (5) non-family members are employed
  - The owner of the business resides on the premises
  - The area for exterior displays or materials storage meet lot coverage requirements for the district
  - Accessory structures dedicated to the home occupation are not located in the front yard
  - No more than 40% of the dwelling unit floor area is dedicated to the home occupation (unfinished basement and attic spaces are not included in this calculation)
- 

B. Properties in Downtown Residential District and or with frontage on: Bayview Drive, Crooked Road, Eagle Lake Road, and Old Bar Harbor Road

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Home occupations must:

1. Be clearly incidental and subordinate to the dwelling and/or accessory structure's use for residential purposes
2. Be carried on wholly within a dwelling unit or an accessory structure
3. Be conducted by member(s) of the family residing in the dwelling unit and up to two non-family-member employees
4. Not materially injure the usefulness of the dwelling unit or accessory structure for normal residential purposes
5. Have no exterior storage of materials, no retail sale of goods except those produced upon the premises and are clearly incidental to the home occupation
6. Have no exterior indication of the home occupation or variation from the residential character of the principal building
7. Not occupy more than 30% of the dwelling unit floor area (unfinished basement and attic spaces are not included)
8. Not use an accessory structure's floor area in an amount that exceeds 50% of the total floor area of the dwelling unit (as previously calculated)

C. Other Properties (not listed in II A or B)

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Home occupations must:

1. Be clearly incidental and subordinate to the dwelling and/or accessory structure's use for residential purposes
  2. Be carried on wholly within a dwelling unit or an accessory structure to the dwelling unit
  3. Be conducted by a member or members of the family residing in the dwelling unit
  4. Not materially injure the usefulness of the dwelling unit or accessory structure for normal residential purposes
  5. Comply with the home occupation signage requirements (see below)
  6. Have no exterior storage of materials, no retail sale of goods except those produced upon the premises and are clearly incidental to the home occupation
  7. Have no exterior indication of the home occupation or variation from the residential character of the principal building
  8. Not occupy more than 20% of the dwelling unit floor area (unfinished basement and attic spaces are not included)
  9. Not use an accessory structure's floor area in an amount that exceeds 50% of the total floor area of the dwelling unit (as previously calculated)
- 

### III. Home Occupation Signage Guidelines

One sign identifying the name, address and profession or occupation of a home occupation is allowed provided that such sign is nonilluminated and does not exceed the maximum sign area requirements for the street on which the home occupation has frontage:

<b>Posted Speed Limit</b> (mph at location of sign)	<b>Maximum Sign Area</b> (square feet)
Less than 30	4
30 to 49	8
50 or more	12

I am applying for the placement of a sign (please attach diagram) Yes: \_\_\_\_\_ No: \_\_\_\_\_

### IV. Project Diagram & Floor Plan

Please attach a site-specific diagram of the home occupation plan including floor area calculations and requirements listed in sections I and II above.

