



**DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND**

Office of the Zoning Administrator • 30 North Market Street • Frederick, Maryland 21701 • (301) 600-1143

HOME OCCUPATION INFORMATION SHEET – SAVE THIS FOR YOUR RECORDS

Section 1-19-11.100 HOME OCCUPATION: Any occupation or business use conducted entirely within a dwelling or an accessory structure, or both, by a resident of the property, and which is clearly an incidental residential use of the building, excluding antique shops in the VC, HS, and GC; bed and breakfast; commercial repair or storage of automobiles, watercraft, or other motor vehicles; commercial stables, kennels, and nurseries; mortuary establishments; professional offices; restaurants or tea rooms.

Section 1-19-8.240(A)(5)(a): *General home occupation standards.* All Home Occupations shall comply with the following conditions:

- (1) There will be no exterior evidence, other than a permitted sign, to indicate that the building is being used for any purpose other than that of a dwelling or an accessory structure.
- (2) No retail sales or services, other than goods grown, produced or assembled on the premises, shall be conducted on the premises; however, retail sales of products not produced on the premises are permitted when these sales are only incidental to and part of the primary function of the business. As a home occupation, antique shops in the A and RC Zoning Districts shall be permitted to conduct retail sales in accordance with the remaining requirements set forth in this chapter.
- (3) Additional off-street parking will be provided in accordance with the requirements set forth by use in Section 1-19-6.220 of the Ordinance. If there is a question as to the use and corresponding parking, the Zoning Administrator shall make the determination.
- (4) The home occupation shall not cause any odor, dust, smoke, vibration, noise, or electromagnetic interference which can be detected at or beyond the property line.
- (5) There will no outdoor storage of equipment, material or stock.
- (6) There will be no storage on the premises of explosives or highly flammable or extremely hazardous materials as defined by the U.S. Environmental Protection Agency.
- (7) The business must be conducted by a full-time resident of the property.
- (8) Home occupations located on properties utilizing a common drive shall be required to give notice of home occupation use to adjoining property owners by registered or certified mail. Proof of notification is required.
- (9) Any interior structural alterations to accommodate the home occupation will require the issuance of a building permit.

Section 1-19-6.320(5) – HOME OCCUPATION SIGNS:

- If a Residential Zone, one sign, two square feet maximum, attached to the principle or accessory structure.

- **If an Agricultural or Resource Conservation Zone, one sign, two square feet maximum, six foot maximum height – Setbacks as follows: Front Yard – 30 feet, Side – 10 feet, Rear – 10 feet**

HOME OCCUPATION WITH NO IMPACT

Section 1-19-8.240(A)(5)(b): Home Occupations with No Impact are a permitted accessory use upon completion of the Home Occupation Application form available in the Planning and Zoning Office located at 30 North Market Street. Home occupation owners must comply with the general home occupation standards and the following conditions:

- (1) No more than five business-related vehicle visits per week at the premises, excluding delivery vehicles, are permitted when the business is located on a local roadway as specified in the Comprehensive Plan. When located on a collector roadway, no more than five business-related vehicle visits per day at the premises, or no more than 20 per week, whichever is greater, excluding delivery vehicles, are permitted. There will be no limit on the number of business-related vehicle visits to a residence when located on an arterial roadway. Deliveries are only permitted by public or private delivery services that customarily make residential deliveries.**
- (2) No non-resident employees (full-time or part-time) are permitted to work on the premises.**
- (3) No more than 600 square feet of an accessory structure may be used for business purposes. There is no limit to the amount of square footage which can be utilized within the principal structure, provided the home occupation remains incidental to the residential use. For parcels of 10 acres or greater in size, the size of accessory structures to be used may be enlarged by special exception after giving due consideration to setbacks, size and location of structure and its impact on the adjoining properties.**
- (4) More than one home occupation with No Impact may be conducted on the premises; however, the combined business-related impact of the home occupations shall not exceed the limits established in (b) 1-3 above.**
- (5) No Impact home occupations may be permitted in all types of residential structures.**

HOME OCCUPATION WITH MINOR IMPACT

Section 1-19-8.240(A)(5)(c): Home Occupations with Minor Impact must obtain a Zoning Certificate through the Department of Permitting and Development Review. Home occupation owners must comply with the general home occupation standards in Subsection 1-19-8.240(5)(a) and the following conditions:

- (1) No more than two business-related vehicle visits per day no more than ten visits per week at the premises, excluding delivery vehicles, are permitted when the business is located on a local roadway as specified on the Comprehensive Plan. When located on a collector roadway, no more than five business-related vehicle visits per day at the premises, or no more than 20 per week, whichever is greater, excluding delivery vehicles, are permitted. There will be no limit on the number of business-related vehicle visits to a residence when located on an arterial roadway. Deliveries are only permitted by public or private delivery services that customarily make residential deliveries.**
- (2) No more than one non-resident employee (full-time or part-time) is permitted to work on the premises.**

- (3) In Residential and Resource Conservation zoned parcels, no more than 600 square feet of an accessory structure may be used for home occupation purposes. This square footage may increase to 1,200 square feet in the Agricultural zone and on lots over 5 acres in the Resource Conservation (RC) Zone. There is no limit to the amount of square footage which can be utilized within the principal structure, provided the home occupation remains incidental to the residential use. For parcels of 10 acres or greater in size, the size of accessory structures to be used may be enlarged by special exception after giving due consideration to setbacks, size and location of structure and impact on the adjoining properties.**
- (4) More than one home occupation with Minor Impact may be carried out on the premises; however, the combined business-related impact of the home occupations shall not exceed the limits established in (c) 1-3 above.**
- (5) Home occupations with Minor Impact shall be permitted within townhouse, condominium, multiplex or apartment dwellings except that vehicle visits shall be limited to the hours between 7:00 a.m. and 6:00 p.m.**

DIVISION OF PLANNING AND PERMITTING DEPARTMENT OF PERMITS AND INSPECTIONS 30 NORTH MARKET STREET FREDERICK, MARYLAND 21701 301-600-2313 INFORMATION	A/P # Process Date: Application Reviewed By (initials):
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Application for Home Occupation Use Permit

SECTION I: APPLICANT INFORMATION

Applicant Name (must be an owner of property the Home Occupation is for)		Phone:	
Current street address for above person:	Town:	State:	Zip:

SECTION II: PROPERTY INFORMATION

Current Property Owner(s):	Property Address:		
Eight Digit Property Tax ID (account) #	Town:	State:	Zip:
Acreage or Square Footage of Property:	Subdivision Name:		Lot #
Water Type: <input type="checkbox"/> Well <input type="checkbox"/> Community Sewer Type: <input type="checkbox"/> Septic <input type="checkbox"/> Community	Is Property Within an Incorporated Town? Yes <input type="checkbox"/> No <input type="checkbox"/>		

SECTION III: HOME OCCUPATION INFORMATION

Business Name:	How Many Non-Resident Employees Will Be Working at This Address? _____
Describe Type of Business:	Will Any Signs/Advertising be Posted on Property? YES <input type="checkbox"/> NO <input type="checkbox"/>
If Home Daycare # of Children <input style="width: 50px;" type="text"/>	Please circle type of driveway: Private Common
Days and Hours of Operation:	Will There be Any Outdoor Storage Used? YES <input type="checkbox"/> NO <input type="checkbox"/>
Number of Business Related Vehicle Visits per Week: _____	If YES, Please Describe:
Are There Other Home Occupations at This Address? YES <input type="checkbox"/> If YES, Please Describe: NO <input type="checkbox"/>	Is There Any Proposed Construction Necessary for the Dwelling or Accessory Structure Relative to the Home Occupation? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, Please Provide Building Permit Number:
Will the Home Occupation be Located Within the Residence or Within an Accessory Structure (detached)? Residence: <input type="checkbox"/> Accessory Structure: <input type="checkbox"/>	Please note that a Home Occupation Permit Does Not Allow Construction . A Separate Building Permit is Required for Any Construction.
Square Footage to be Used for Home Occupation: _____	
Retail Sales? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If YES, What Goods/Services Will be Produced?	
What Will Be Sold?	

APPLICATION FOR HOME OCCUPATION USE PERMIT- PAGE TWO OF TWO

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies under the penalties of perjury, and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this use permit does not include construction, or electrical and/or plumbing. Construction, electrical, and/or plumbing work require separate permits. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

Revision:

Revisions to a permit or application are \$26.00.

Permit Application Extension :

The permit application is valid for 6 months. The fee to extend an application is the minimum fee. The request must be made in writing prior to the expiration date, with justification. An extension may be granted for 90 days.

SIGNATURE of APPLICANT

Signature of APPLICANT

Please print name

Connection with application

OFFICE USE ONLY

Zoning Review

Road Classification:

Reviewed By:

Determination of Impact:

NO IMPACT

IMPACT