



HILLTOWN TOWNSHIP

13 West Creamery Road

P.O. Box 260

Hilltown, PA 18927

(215) 453-6000 Fax (215) 453-1024

www.hilltown.org

Requirements for a “Professional Office” Home Occupation

Following is the text of Hilltown Township Zoning Ordinance sections 160-23.I1(a), general standards for all Home Occupations, and 160-23.I1(b), specific standards for Professional Office Home Occupation.

In order for a person to secure a permit for a home occupation, professional office, it would be necessary to submit a completed zoning permit application along with a detailed plot plan specifying how all of the requirements will be addressed. If a proposal cannot meet all of the requirements, then the applicant may appeal to the zoning hearing board to request a variance.

Home occupations, assuming they can meet all the ordinance requirements, are allowed in all but the Q (Quarry) zoning district.

In addition to the zoning ordinance requirements, the Pa. Uniform Construction Code (UCC) also contains requirements that must be met, and it would be necessary for any applicant to submit a Building Permit application and retain a licensed architect or professional engineer to design the necessary plans/construction drawing detailing how the proposal would meet the requirements of 2009 IBC Sec. 419, Live/Work Units and ICC/ANSI A117.1-2003, as well as any other applicable UCC requirements..

Further, please be advised that this ‘Fact Sheet’ is meant as a general guide, and may not necessarily be all inclusive; not all of the requirements may necessarily apply; it is possible that during the process of review, additional items or requirements may be identified.

Zoning Ordinance Sections 160-23.I1(a) and (b)

(1) I1 Home Occupation.

(a) General Standards. The following shall apply to all home occupations:

- [1] A home occupation shall be conducted within a single-family dwelling which is a bona fide residence of the principal practitioner, or in an existing accessory structure thereto which is normally associated with a residential use.

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- [2] The amount of floor area devoted to this home occupation shall not be more than 25% of the ground floor area of the principal residential structure or 600 square feet, whichever is less. At least 850 square feet of the gross floor area must remain in residential use. Although the floor area devoted to a professional office home occupation may not exceed 25% of the ground floor area of the principal structure, or existing accessory structure, the home occupation may be conducted within the principal structure or an existing accessory structure.
- [3] In no way shall the appearance of the residential structure be altered or the occupation within the residence be conducted in a manner which would cause the premises to differ from its residential character by the use of colors, materials, construction, lighting, show windows or advertising visible outside of the premises to attract customers or clients, other than those signs permitted in this chapter.
- [4] One sign is permitted per home occupation providing that it is no larger than four square feet bearing only the name, occupation (words only) and office hours of the practitioner. In addition, it shall not be illuminated or placed in a window.
- [5] Only one commercial vehicle is permitted per home occupation. All commercial vehicles shall be parked on-lot and must be parked in a garage or enclosed structure.
- [6] Off-street parking spaces are not permitted in front yards. A ten-foot driveway providing access to parking areas in the side and rear of the property may be located in the front yard. All off-street parking areas must be located at least 10 feet from any property line. All off-street parking areas which contain more than three spaces must comply with the buffer and screening requirements of this chapter.
- [7] There shall be no exterior storage of materials or refuse resulting from the operation of the home occupation.
- [8] No equipment or process shall be used in a home occupation which creates noise, vibration, glare, fumes, odors, dust or electrical interference detectable to the normal senses off of the lot. No equipment or process shall be used which creates visible or audible interferences in any radio or television receivers off of the premises.

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[9] No noise is emitted from any structure in conjunction with the home occupation that is discernable beyond the lot in which the use is permitted.

[10] There shall be no retail sales of goods permitted from any home occupation.

(b) The following are permitted as home occupations subject to the following additional conditions:

[1] Professional Offices.

[a] A professional office is a service oriented business use conducted within an enclosed building specifically designed for the functional needs of the use, wherein the professional services of the practitioner is the salable commodity offered to the client. Professional offices include but are not limited to, the following: office facility of a salesman, sales representative or a manufacturer's representative, office facility of an architect, land planner, engineer, broker, dentist, doctor, psychiatrist, insurance agent, land surveyor, lawyer, musician, real estate agent, or accountant. Office facility of a minister, rabbi, or priest providing that the office is open to the public and/or congregation.

[b] A professional office home occupation is a permitted accessory use providing that the home occupation complies with the following conditions and a zoning permit is obtained:

[i] No more than two persons, other than members of the immediate family, may be employed.

[ii] In addition to off-street parking spaces required in this chapter for the particular residential use concerned. A professional office shall provide one off-street parking space for each employee, plus one additional space for each 200 square feet of office space. A maximum of six off-street parking spaces are permitted on one lot, inclusive of the required residential parking.