

TOWN OF CONCORD  
86 Franklin Street, PO Box 368  
Springville, NY 14141  
Phone: (716) 592-4948  
Fax: (716) 592-0123

**REQUIREMENTS FOR HOME OCCUPATION PERMIT**  
**ALL FEES ARE NON-REFUNDABLE**

Applicant shall be a resident of the property. In the event that the applicant is not the owner thereof, the written consent of the owner of the property is to be submitted with the completed application.

The following **MUST** be submitted with this application before the permit can be processed:

1. The application and fee shall be submitted to the Town Clerk. Provide check in the amount of \$100.00 payable to the Town of Concord at the time of filing.
2. Provide tax map showing exact location of property.
3. With all of the above complete, the Planning Board will review said application at their regularly scheduled meeting with the applicant in attendance.
4. In order to be placed on the Planning Board agenda, ALL paperwork must be filed with the Town Clerk two weeks prior to the regularly scheduled Planning Board meeting night.
5. Final Home Occupation Permit approval is contingent upon an inspection of the premises by the Code Enforcement Officer.

**TOWN OF CONCORD**  
**APPLICATION FOR**  
**HOME OCCUPATION PERMIT**

Permit# _____
Fee: \$100.00 – ALL FEES NON-REFUNDABLE
Paid: _____
Date: _____

Pursuant to the provisions of the Town of Concord Ordinances made and provided for the conduct of a Home Occupation within the Town of Concord, I hereby apply for a permit to conduct a Home Occupation in the Town of Concord at the following location:

\_\_\_\_\_

SBL# \_\_\_\_\_ Zoning of Premises: \_\_\_\_\_

Said Home Occupation consists of the following:

\_\_\_\_\_

The applicant hereby agrees to comply with all provisions of the Town of Concord Ordinances pertaining to the said premises.

Home Occupation: An accessory use of a service character conducted within a dwelling by residents thereof which occupation is clearly secondary to the dwelling use for living purposes and does not change the character thereof or have any exterior evidence of such secondary use other than a permitted name plate, and in connection with which there is not involved the keeping of stock in trade. The Home Occupation shall be carried on wholly within the principal or secondary building. Not more than one (1) person outside the resident family shall be employed. There shall be no exterior storage of materials used in the Home Occupation. No offensive noise, vibration, smoke, dust, odor, light, or glare shall be produced. Home Occupation shall be allowed in the following districts only: R-1, R-AG, and RR-B.

I have read the foregoing application. The same is true to my knowledge.

**Please Print**

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

Address: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Planning Board	_____
	Signature of Chairman
	_____
	Date
Approved by Code Enforcement Officer	_____
	Signature and Date