

**DEPARTMENT OF BUILDINGS  
TOWN OF MAMAKATING  
2948 STATE ROUTE 209  
WURTSBORO, NEW YORK 12790  
TEL. (914) 888-3030 FAX. (845) 888-2707**

APPLICATION FOR HOME OCCUPATION

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

1. Name of owner of premises: \_\_\_\_\_

If applicant is a corporation, signature of duly authorized officer

2. Location of dwelling to be used for Home Occupation: \_\_\_\_\_

3. Tax Map location: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

4. Estimated construction cost: \_\_\_\_\_ Fee: \_\_\_\_\_

5. Overall dimensions of dwelling: \_\_\_\_\_ Square footage: \_\_\_\_\_

6. Square footing of area to be used for Home Occupation: \_\_\_\_\_

7. Zone or Use district in which premises are situated: \_\_\_\_\_

8. Existing use and occupancy: \_\_\_\_\_

Intended use and occupancy: \_\_\_\_\_

9. Size of proposed sign (if any): \_\_\_\_\_

If structural or electrical additions, alterations, repairs or removals are to be done attach specification:

10. Proof of Workman's Compensation Coverage (check one)

Workman's Compensation Policy enclosed: \_\_\_\_\_ Homeowners Affidavit of Exemption enclosed: \_\_\_\_\_  
Contractor/Builders Statement of exemption enclosed: \_\_\_\_\_

11. Name of Architect/Engineer: \_\_\_\_\_ Phone #: \_\_\_\_\_

12. Name of Contractor/Builder: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

13. Name of Electrician: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address of Property Owner

\_\_\_\_\_  
Address of Applicant

\_\_\_\_\_  
Phone # of Property Owner

\_\_\_\_\_  
Phone # of Applicant

\_\_\_\_\_  
Date

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**APPLICATION FOR HOME OCCUPATION  
(INSTRUCTIONS)**

This application must be completed and submitted with proof of ownership.

A plan of the layout of the property drawn to show the location of the lot and of buildings on the premises, including septic system(s) location with an indication of the type of system, well location, and proposed parking areas (number of parking spaces must be in accordance with current zoning ordinance) and proposed sign location, as well as the relationship to adjoining premises or public streets or areas.

A floor plan drawn to scale of the house showing the area (in square footage) to be used for the proposed home occupation.

A plan of all physical work required to be done showing details of structural and electrical work.

A detailed description of what type of work is proposed to be done at the house including details regarding the number of people who will be employed, the anticipated number of people who will be coming and going at the location, and deliveries associated with the business.

A scaled drawing of any proposed signs, including wording to be on the sign (size and wording must be in accordance with current zoning ordinance).

The work covered by this application may not be commenced before the issuance of the Home Occupation Permit.

Upon approval of this application, the Building Inspector will issue a Home Occupation Permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises. Such permit will be valid for two years.

A Home Occupation shall occupy no building until such time as a Certificate of Occupancy is issued.

**REQUIRED INSPECTIONS:**

- Prior to covering any structural, electrical, or plumbing work.
- Final Certificate of Occupancy inspection

Application is hereby made to the Building Department for issuance of a Home Occupation Permit pursuant to the New York State Building Codes & Ordinances of the Town of Mamakating. The applicant agrees to comply with all applicable laws, ordinances, and regulations.