

# Chartiers Township

2 Buccaneer Drive  
Houston, PA 15342  
(724) 745-3415  
Fax (724) 745-1744

**2026 Zoning Permit Fee \$25**  
Fee to be paid at time of issuance of permit  
No fee if issued with building permit

## Zoning Permit – Home Based Business and No Impact Business Application

All applications and fees must be submitted directly to the  
Chartiers Township Planning Department located at 2 Buccaneer Drive, Houston, PA 15342

Questions or comments may be directed to [planning@chartierstwp.com](mailto:planning@chartierstwp.com) or by calling 724.745.3415

### CHECK THE APPLICABLE BOX:

Home Occupation Permit    No Impact Home-Based Business

### APPLICANT INFORMATION

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

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

City/State/ZIP: \_\_\_\_\_

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

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

### PROPERTY OWNER INFORMATION

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

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

City/State/ZIP: \_\_\_\_\_

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

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

Relationship to Property:  Owner  Tenant  Authorized Agent

If applicant is not the property owner, attach written authorization from the owner.

### PROPERTY INFORMATION

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

Washington County Parcel ID : \_\_\_\_\_ (leave blank if unknown)

Lot Size: \_\_\_\_\_ (sq ft / acres)

Existing Use of Property: \_\_\_\_\_

(Examples: residential, rental property, commercial, agricultural, industrial)

### HOME OCCUPATION PERMIT (Complete this section)

Proposed Home Occupation/Business: \_\_\_\_\_

Have you received conditional use approval? Yes or No   Date of Approval \_\_\_\_\_

*Please note that occupancy cannot be granted until a conditional use permit is approved by the Chartiers Township Board of Supervisors.*

**PROPOSED NO IMPACT HOME BASED BUSINESS (Complete this section)**

Attach additional sheets as necessary

Type of proposed no-impact home-based business: \_\_\_\_\_

Number of employees located at no-impact Home-based business (not including owner/residents): \_\_\_\_\_

How many square feet is the dwelling? \_\_\_\_\_ Square Feet

How many square feet will the business occupy within the dwelling? \_\_\_\_\_ Square Feet

Will there be any appearance of the business outside of the dwelling? Yes / No (If yes, please explain):

\_\_\_\_\_  
\_\_\_\_\_

Will the business use any equipment or process which creates noise, vibration, glare, fumes, odors, or electrical or electronic interference detectable in the surrounding neighborhood?

Yes  No (If yes, attach a description)

Will retail goods be sold or displayed?  Yes  No (If yes, attach a description)

Will materials be stockpiled on site?  Yes  No (If yes, attach a description)

**APPLICANT CERTIFICATION**

I hereby certify that the information contained in this application and accompanying documents is true and correct to the best of my knowledge. The applicant acknowledges if any of the information contained herein changes, that a new permit application must be submitted for review.

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

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial Each Statement on the attached Guidelines and Conditions and submit with application.**

**ZONING OFFICER REVIEW (Office Use Only)**

Zoning District  A-1  R-1  R-2  C-1  C-2  I-1 County Parcel ID \_\_\_\_\_

Proposed Use \_\_\_\_\_ Zoning Compliance:  Approved  Denied  Incomplete

Comments / Conditions:

\_\_\_\_\_  
\_\_\_\_\_

Township Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **No Impact Home Based Business Guidelines and Conditions**

A business or commercial activity administered or conducted as an accessory use which is clearly secondary to the use as residential dwelling and which involves no customer, client or patient traffic, whether vehicular or pedestrian, pickup, delivery or removal functions to or from the premises, in excess of those normally associated with residential use, and which otherwise complies with the following requirements.

**Failure to comply with any of these requirements may result in revocation of the permit.**

**NO-IMPACT HOME-BASED BUSINESS is subject to the following regulations  
(Please initial each statement):**

1. The business activity shall be compatible with the residential use of the property and surrounding residential uses;  

**\_\_\_\_\_ I understand and accept**
2. The business shall employ no more than one employee other than family members residing in the dwelling;  

**\_\_\_\_\_ I understand and accept**
3. There shall be no display or sale of retail goods and no stockpiling or inventory of a substantial nature;  

**\_\_\_\_\_ I understand and accept**
4. There shall be no outside appearance of a business use including, but not limited to, parking, signs or lights; except that the name of the business may be indicated on the residence mailbox, as long as the mailbox sign does not exceed one square foot in area;  

**\_\_\_\_\_ I understand and accept**
5. The business activity shall not use any equipment or process which creates noise, vibration, glare, fumes, odors, or electrical or electronic interference, including interference with radio or television reception, which is detectable in a neighborhood;  

**\_\_\_\_\_ I understand and accept**
6. The business activity shall not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood;  

**\_\_\_\_\_ I understand and accept**
7. The business activity shall be conducted only within the dwelling and may not occupy more than 25% of the habitable floor area;  

**\_\_\_\_\_ I understand and accept**
8. The business shall not involve any illegal activity; and  

**\_\_\_\_\_ I understand and accept**
9. The business shall not supersede any deed, restriction, covenant, or agreement restricting the use of the land, nor any master deed, bylaw, or other document applicable to a common interest ownership community.  

**\_\_\_\_\_ I understand and accept**

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