

Town of Pittsfield

Home Occupations Licensing Procedures

1. See Town Clerk Nicole Nickolan to obtain a “Town of Pittsfield Application for Business License or Permit”.
2. Fill out the application and return it to the Town Clerk along with the application fee of \$50.00.
3. The Code Enforcement Officer/Building Inspector, Fire Chief and Police Chief will review the application for approval. Depending on the type business an inspection of your home may need to be arranged before approving your application.
4. Approvals are conditioned on the requirements of Zoning Ordinance, Chapter 13 Section 4 listed below.
5. All approvals will receive a letter of conditional approval and a license in the mail. You will also receive a letter if not approved. If inspections are needed, this process may take more than two weeks.
6. Home occupations may take place in the following zones: Residential Districts R-1, R-2, R-3, and R-4, Rural District C-4. Home occupations are also allowed in existing non-conforming residences in Industrial District C-3. If you have further questions regarding zoning, please see the Code Enforcement Officer/Building Inspector.

From Pittsfield Town Codes Chapter 13 “Zoning Ordinance” Section 4:

HOME OCCUPATIONS (Requirements)

Home Occupations which are accessory to and compatible with a residential use are permitted in any single or two family dwelling units. A permit for a home occupation shall be granted if the Code Enforcement Officer finds that the activity conforms with the following conditions:

1. The occupation or profession shall be carried out wholly within the dwelling unit or within a structure that is customarily accessory to a dwelling unit.
2. No more than one person other than family residing on the premises shall be employed in the home occupation.
3. There shall be no exterior display, no exterior sign (except as expressly permitted by the sign regulations of this Ordinance), no exterior storage of materials, equipment, vehicles or supplies and no other exterior indication of the home occupation or variation from the residential character of the principal building.

4. No nuisance shall be generated, including but not necessarily limited to offensive noise, electrical disturbances, activity at unreasonable hours, vibration, smoke, dust, odors, heat, glare, traffic or parking.
5. Automobile and truck traffic generated shall not be greater than 25 trips per day.
6. No exterior structural alterations to the primary structure may be made to increase the visibility of the home occupation.
7. The home occupation may not utilize more than 35% of the gross floor area of the dwelling unit.

Signs:

No signs are permitted in any residential district except for signs identifying a permitted home occupation. Such home occupations shall be permitted one non-illuminated sign with a maximum area of 4 square feet. Properties with more than one home occupation shall not exceed the permitted 4 square feet with any combination of signs.

Permits are required for signs. These permits are in addition to the Business License/Permit. The permit fee for a four square foot sign is \$10.00. The Code Enforcement Officer/Building Inspector issues sign permits. His office days are Mondays, Wednesdays and Fridays.