

*Town of Scarborough, Maine
Planning and Code Enforcement*

PERMIT FOR IN-HOME OFFICE

Owner:

Address:

Telephone:

Email:

Assessor's Map

Parcel

Type of business:

I agree to the following conditions to operate an in-home office at my residence

- a. Customers or clients do not come to the dwelling to receive goods or services;
- b. Communication with customers, clients and business associates is principally by mail, electronic mail, telephone or other telecommunication device, and deliveries or pickups by truck, if any occur at an average frequency not substantially greater than the ordinary frequency of delivery truck traffic at a single-family residence;
- c. The activities conducted within the in-home office are limited to processes, such as data processing, word processing, desk top publishing and electronic research, which do not create noise, pollution or nuisance conditions detectable outside the dwelling;
- d. The in-home office does not employ any persons who are not residents of the dwelling unit;
- e. There are no signs (other than a name on a mailbox which complies with U.S. Postal Service regulations), exterior exhibits, exterior storage materials or any exterior indications of the in-home office.

Applicant signature:

Date

Administrative section, code use only

Code Enforcement Officer signature

Date:

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