

PLANNING BOARD, TOWN OF WAKEFIELD
2 High Street
Sanbornville, New Hampshire 03872

HOME BUSINESS APPLICATION INSTRUCTIONS

Please read carefully prior to filling out the attached application. If you need assistance, please contact the Planning Board Secretary at 603-522-6205 Ext. 309.

HOME BUSINESS: A business, profession, or trade that is conducted by a resident of the premises, entirely within the residence or an accessory building, and does not involve more than occasional business vehicular traffic to the property. Examples include but are not limited to: artists, desktop publishers, software developers, and people who work at home and conduct business by mail or electronic communication.

All information requested on the application must be filled in completely and legibly and submitted to the Planning Department with any additional documentation and fees required. Incomplete application packages will not be reviewed until all requirements are met.

In addition to the original signed application, you must provide the following:

1. Deed(s)
2. Association Rules and Regulations, if applicable;
3. Plot Plan, if applicable;
4. \$30.00 Permit Fee

All checks or money orders must be made payable to the Town of Wakefield and must be paid in full at the time your application is submitted. The applicant will also pay for any additional fees as may be required by the Planning Board.

If you wish at any time to expand your business to the extent that it no longer complies with the criteria for a Home Business, you will be required to re-apply to the Planning Board for approval to run a Professional Use, Customary Home Occupation or Home Industry, whichever is applicable.

PROFESSIONAL USES AND CUSTOMARY HOME OCCUPATIONS: A business, profession or trade that is conducted by a resident of the premises, entirely within the residence or an accessory building, and involves an increase in traffic for clients, patients, associates, or employees. Examples include but are not limited to: doctors, dentists, lawyers, home daycare facilities, accountants, and beauticians.

HOME INDUSTRY: A business or trade that is conducted by a resident of the premises, but not necessarily entirely enclosed within structures. A Home Industry involves an increase in traffic for employees and delivery vehicles, and a minimal increase in traffic for clients. A Home Industry may also involve the use or exposure to toxic or waste products that may be harmful to people or the environment. Examples include but are not limited to: craftsmen, wholesale bakery or other wholesale food production, small engine and boat repair.