



CITY OF GLEN COVE

Building Department

HOME OCCUPATION APPLICATION

The application process and Building Permit are subject to the conditions set forth below. The Applicant is admonished to read the conditions carefully. When a red-inked approval stamp is affixed below and returned to you, then the application becomes a Building Permit. All permits issued by the Building Department are strictly subject to the Zoning Chapter 280 and, Chapter 111, Building Code of the City of Glen Cove and all current New York State Fire Codes and Construction Codes applicable on the date of the application. No error or omission in the issuance of a permit shall legalize any construction or use otherwise prohibited by law.

Refer to the City of Glen Cove **Application Requirements** and the City of Glen Cove **Submittal Requirements** for further assistance.

This is a NO WORK application for temporary change of occupancy to include a Home Occupation. Any physical construction work must be filed separately.

The home owner agrees that upon termination of the home occupancy use the home owner will inform the Cove Building Department of the termination within 3 onths of the termination.

PROPERTY INFORMATION SECTION: _____ **BLOCK:** _____ **LOT(S):** _____ **ZONING DISTRICT:** _____

Property Address: _____

Home Owner Name: _____ Phone: _____ Email: _____

DESCRIPTION OF TYPE AND LOCATION OF PROPOSED HOME OCCUPANCY

A. Home Occupation may occupy a maximum 25 % of the floor area of the home.

B. As per 280-6 any use customarily carried on entirely within a dwelling and carried on by the inhabitants thereof, which use is clearly incidental and secondary to the use of the dwelling purposes and does not change the character thereof. Such home occupation may not include the conduct of a clinic, hospital, barbershop, beauty parlor, tea room, tourist home, animal hospital or any similar use.

C. A home occupation shall not employ more than one person who does not reside in the dwelling where said home occupation is conducted.

ONCE THE HOME OCCUPATION HAS BEEN ESTABLISHED, THE HOME OWNER ACKNOWLEDGES AND REPRESENTS THAT HE /SHE GRANTS PERMISSION TO THE CITY OF GLEN COVE TO INSPECT THE PREMISES

AFFIDAVIT OF OWNERSHIP

State of New York)
County of Nassau) ss:

I, _____ OWNER, certify that I am the owner of the property and that statements contained here are true to the best of my knowledge and belief and that the proposed occupancy set forth in this application is in accordance with all applicable laws, ordinances, and regulatons.

Sworn to before me this:

_____ Day of _____ 20 _____

NOTARY PUBLIC _____

(SIGNATURE – OWNER, AGENT, CONTRACTOR)

FOR OFFICE USE ONLY: