

OFFICE USE ONLY: Zoning Permit #: _____ Date Reviewed: _____
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Home Occupation Checklist

Home occupations in Ellington are subject to review by the Planning Department. First, it must be determined if an occupation requires a **Zoning Permit**. If it does need a permit, it must meet the requirements outlined in Section 7.7 of the Ellington Zoning Regulations. If the occupation does not meet those requirements, the applicant must go through the **Special Permit** process with the Planning and Zoning Commission to determine if the occupation can be approved. The four questions directly below help determine if a home occupation requires a zoning permit:

Will any customers visit the home?	Y / N	Will there be any non-household employees?	Y / N
Will there be any deliveries?	Y / N	Will there be storage of any products/materials?	Y / N

If no to all of the above, you likely will not need a zoning permit. PLEASE CONTACT THE PLANNING DEPARTMENT TO CLARIFY. **If yes to any of the above**, please complete the form.

Business Name: _____

Applicant Name: _____

Business Address: _____

Phone #: _____

Email: _____

1.	Is the occupation clearly incidental and secondary to the residential use of the dwelling?	Y / N
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Please briefly describe the proposed home occupation:

2.	Is the occupation carried on entirely within the dwelling, including the basement, attic, garage, or accessory buildings?	Y / N
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What is the floor area of the dwelling, excluding the attic and basement?

What area does the occupation use?

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3.	Will the residential character and appearance of the dwelling/lot change in any manner?	Y / N
4.	Does the occupation create any noise, odor, vibration, or unsightly conditions?	Y / N
5.	Are there any health or safety hazards associated with the occupation?	Y / N
6.	Will the occupation create any interference with communications transmission/reception?	Y / N
7.	Will there be any signage advertising the existence of the home occupation? ⁽¹⁾	Y / N

1. See Section 6.3.4 of the Ellington Zoning Regulations for signage requirements.

If yes to any of the above, please describe below:

8.	Will any products or materials be stored on the lot outside in such a manner as to be visible from any adjacent property?	Y / N
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What materials will this occupation require?

Where will they be stored?

9.	Will any customers visit the property?	Y / N
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If yes, please describe the frequency, hours, and days.

10.	Will there be any deliveries to/from the property?	Y / N
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If yes, please describe the frequency, hours, days, and what materials will be delivered.

11.	Will there be any non-household employees?	Y / N
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- A. Number of employees: _____
- B. Days per week / hours: _____
- C. Parking Locations: _____

DISCLAIMER: This checklist is for informational purposes only. The Ellington Planning Department staff will make the ultimate determination on the necessary application process for any home occupation. The home occupation requirements can be found in Section 7.7 of the Ellington Zoning Regulations. Copies are available online at www.ellington-ct.gov or in the Planning Department at 57 Main Street.