

Home-Based Businesses



In Manheim Borough

Manheim Borough allows certain types of Home-Based businesses to be conducted as an accessory use to residential dwelling units per s/s 220-12. If you can meet the criteria listed below then your business is permitted by right as a No-Impact Home-Based Business.

All business or commercial use activity administered or conducted shall clearly be secondary to the use of a residential dwelling

The business activity shall be compatible with the residential use of the property and surrounding residential uses.

The business shall not employ anyone other family members residing in the dwelling

There shall be no display or sale of retail goods and no stockpiling of inventory of a substantial nature

The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors, or electronic interference, including radio or television reception

The business activity may not generate any solid waste or discharge in volume or type which is not normally associated with a residential use

The business or commercial activity may be conducted only within the dwelling unit and may not occupy more than 25% of the habitable floor area

* The total sq. footage of my home is: _____ The total sq. footage of my workspace is: _____

* The percentage of workspace I will be using is: _____ (Habitable space does not include bathrooms, closets, hallways, or utility space)

The use shall not require the delivery of materials and goods by trucks larger than standard panel trucks

The use shall not involve regular visitation by customers, clients, salespersons or suppliers for pick-up or delivery, either vehicular or foot traffic, in excess of that normally associated with the residential use

The business may not involve any illegal activity

The business shall meet all other requirements specific to local, state, and federal regulations

I have read and understand that all of the above conditions must be met in order to meet the qualifications required of a No-Impact Home-Based business and as a permitted use. ____Yes ____No.

I qualify under the conditions as a No-Impact Home-Based business ____Yes ____No

I understand that if any of the above conditions change, then my business shall no longer be considered a permitted use and I shall contact the Borough Zoning Office for an additional review. ____ Yes ____ No

Address: _____ Manheim, PA 17545 Phone: _____

Signature: _____ Print _____ Date: _____

Proposed Use: _____

PLEASE Complete & Return To: Codes Dpt., 15 E High St., Manheim, PA 17545

*IF I cannot meet all of the conditions written above then my business may qualify as a Home Occupation which is permitted in R-1, R-2, R-3, R-4, COA & COA Zones through a zoning hearing and the special exception criteria located under s/s 220-68 of the Zoning Ordinance. Please see below:

S/S 220-68 Home Occupations:

- Only single-family detached owner-occupied dwellings may contain one home occupation.
- Only resident employees shall be permitted to work there.
- Such use shall be incidental and secondary to the main use as a residential dwelling and are limited to those occupations customarily conducted within a dwelling unit.
- No off-street parking, besides those required for the residence, shall be permitted.
- Retail sales shall be limited to goods and services that are produced or repaired on the site. No more than 50 square feet of retail display area shall be permitted. No goods shall be visible from the outside of the dwelling.
- The area used for the practice of a home occupation shall occupy no more than 25% of the total habitable floor area of the dwelling unit or 500 square feet, whichever is less.
- All home occupation activities shall be conducted within the dwelling unit building; use of an accessory building(s) is prohibited.
- No manufacturing, repairing or other mechanical work shall be performed in any open area. Such activity shall be conducted in such a way that no noise, odor, vibration, electromagnetic interference or smoke shall be noticeable at or beyond the property line.
- No external storage of materials or products shall be permitted. No storage in accessory structures or attached garages shall be permitted.
- The exterior appearance of the structure or premises is constructed and maintained as a residential dwelling.
- One nonilluminated sign, not to exceed two square feet in display area, shall be permitted.

If you would like additional information about applying for a special exception or to answer specific questions about your business, please contact me at 717-665-2461 X 223 or email at dczeiner@manheimboro.org. The Zoning Ordinance is on our website at www.manheimboro.org for your review. Type in Manheim Borough and click on the Homepage; click on Ordinances; click on General Code then scroll down to Zoning Chapter 220.

THANK YOU – Donna Czeiner BCO, FPA, Zoning & Code Official

APPROVED: _____ Date: _____ A signed copy shall be returned to you for your records