Home Based Business Permit Application

THIS BOX FOR OFFICE USE ONLY

FEE PAID: ___________   DATE PAID: ___________

ADDRESS: ____________________________________________

PERMIT #: ZCC - ______________

Please refer to Monroe Zoning Regulation for specific information regarding:

Home Based Business - Article 8, Section 8.2.3 C. (1) thru (9)

Application Permit Fee: $110.00
Please make check payable to “Town of Monroe” (cash or check only)

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Town of Monroe – Home Based Business Application

Date: ________________________________

Name of Owner: ________________________________________________________________

Name of Business: ________________________________________________________________

Property & Mailing Address: _________________________________________________________

______________________________________________________________________________

Map/Block # (Acct #): ______________________ Zone: ______________________________

Contact Phone Number: ______________________ E-Mail: ______________________________

Detailed Description of business being conducted at this location:

______________________________________________________________________________

______________________________________________________________________________

Scaled floor plan/architectural renderings must be submitted.

Business will be conducted in:

☐ Principal Building    ☐ Accessory Building

Percentage of floor area to be used for said business: ________________________________

Number of non-resident employees: ________________________________________________

Parking requirements: ____________________________________________________________

______________________________________________________________________________

Signage: ☐ Yes, signage is required. Attached is a Sign Permit along with a scaled
drawing of proposed sign submitted.

☐ No, signage is not required.

Sign, Home Occupation - A non-illuminated sign containing only the name and occupation of a
permitted home occupation, not exceeding two (2) square feet in area.

Signature of Owner: ___________________________________________________________

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