



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

Home-Based Business (Home Workstation) Zoning Certificate Worksheet

Please bring this completed form with you to assist with the application process. Please also consult the Application [Fee Schedule](#) for zoning certificate filing fees.

*Address of Business: _____

Name of Property Owner: _____

*Name of Tenant/Business: _____

*Tenant's Address: _____

*Tenant/Business Phone No.: _____

Tenant/Business Email Address: _____

*Description of Business: _____

**Required information*



Please note the following restrictions on home-based businesses:

- Business operator must be a full-time resident of the property.
- Family members living in the dwelling may work for the business.
- Employees from outside the residence are not permitted to work at the home.
- No external evidence of any sort (i.e., customer/clients visiting residence).
- No signs indicating the presence of a business.
- No outdoor storage of any kind.
- No deliveries other than those made by the U. S. Postal Service or similar carriers (UPS, FedEx) in vehicles of a size that routinely serve residential areas and with a frequency of those deliveries made to a dwelling.

General rule of thumb is that the exterior of the dwelling must look like a house, smell like a house, and act like a house. Neighbors should not be able to tell that a business is being conducted from the address.