

# Home Occupations: Zoning and Permitting Requirements

City of Winston-Salem/Forsyth County Inspections Division

## What is a Home Occupation?

The use of a dwelling or accessory building on the same zoning lot for commercial activities. These activities are clearly secondary to the use of the structure as a residential dwelling. Also, the property is located in a residential zoning district.

## Why and How are Home Occupations Regulated?

The purpose in regulating commercial activities in residential dwellings is to insure compatible uses which do not add significant traffic, noise or other environmental conditions such as dust or odors.

**A zoning permit issued by the Inspections Division is required to establish any home occupation. To apply for the permit, an applicant must submit:**

- ① a floor plan of the dwelling with the area to be used in the commercial activity clearly marked,
- ② a survey of the property with the required parking spaces clearly marked,
- ③ a completed application form (which can be filled out in the office); and,
- ④ a completed affidavit (which can be filled out in the office).

The zoning permit will be issued after a 3 day waiting period during which our inspectors will review your case. The cost of the permit is \$50.00

*Note:* Home occupations also require the purchase of a business license from the City Revenue Office (727-2281).

## What Types of Occupations Qualify as a Home Occupation?

The following service occupations are permitted:

**Office/Studio** - Accountant, planner, architect, surveyor, artist, attorney, author, ceramist, clergyman, engineer, interior designer, landscape architect, musician, photographer, dentist, physician or other licensed medical practitioner, teacher (not to exceed 3 pupils), or other practitioners in similar services.

**Services** - dressmaking, handicrafts, tailoring, millinery, nameplate making, home cooking, baking or preserving, and telephone/mail services.

**Boarding/Lodging** - not to exceed 3 resident guests.

*Note:* Retail sales are not allowed with home occupations.

## What are the Requirements for Home Occupations?

The following conditions apply:

**Incidental/Secondary** - The home occupation must be clearly incidental and secondary to the residential use.

**Number** - Only 1 home occupation per dwelling unit.

**Exterior** - No exterior evidence of the home occupation.

**Parking** - Total of 3 parking spaces with dimensions of 8.5' wide by 17.5' deep each.

**Signs** - Only 1 non-illuminated occupancy sign not more than 144 square inches in area.

**Employees** - Only family members residing in the dwelling. Only 1 outside employee allowed.

**Floor Area** - The floor area of the dwelling used for the home occupation cannot exceed 25% of the gross floor area.

**Display Area** - A salesroom or display window is prohibited.

**Boarding/Lodging** - No more than 3 resident guests permitted within the dwelling.

*Note:* Special requirements apply if your home occupation involves the use of an accessory building or outside storage area. Please check with a zoning inspector.

**Call 727-2628 for Additional Information.**

**APPLICATION FOR HOME OCCUPATION**

Name of Applicant: \_\_\_\_\_

Address at which Home Occupation is to be conducted: \_\_\_\_\_  
Street  
City State Zip

Tax Lot(s) \_\_\_\_\_ Tax Block \_\_\_\_\_

Answer all questions fully. Use additional page if necessary.

1. State, in detail, the nature of the Business and how it will be operated.
2. Will customers come to the home? If so, how many?
3. Will any products be sold at the home? If so, explain
4. Will materials used in the home occupation be delivered to the home or will products be picked-up? If so, how many?
5. Will the home occupation result in any increase in glare, dust, electrical interference, smoke or odor?
6. Will the home occupation be conducted entirely within the home and not in detached garages or utility buildings?
7. What percent of the floor area of the home will be used in the home occupation?
8. Will there be any external evidence of home occupation such as a display window or salesroom?
9. How many people living outside the home will be employed in the home occupation?
10. How many off-street parking spaces can be provided?
11. Will there be a sign advertising the home occupation? If so, How large? Note: Signs larger than 144 square inches (i.e. 12" X 12") are not allowed.
12. Will the dwelling be occupied by Applicant as a residence?

This information provided above is true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

# AFFIDAVIT

## TO WHOM IT MAY CONCERN:

I request permission to operate a \_\_\_\_\_  
Type of Home Occupation

in my home located at \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ .  
Street City State Zip

I agree to comply with the requirements for a Home Occupation as specified in the Unified Development Ordinance, adopted January 1, 1995 which are as follows:

1. A home occupation shall not significantly increase the traffic, noise, electrical interference, glare, dust, smoke, or odor which is normally found in the vicinity when such use is not in operation.
2. Home occupations shall be conducted entirely within the principal building and shall be clearly incidental and secondary to the permitted Principal use of the building.
3. The floor area used for the home occupation shall not exceed 25 percent of the total floor area of a dwelling unit except where lodging is provided for resident guests, and no home occupation shall be operated in more than one dwelling unit.
4. No exterior evidence of the presence of a home occupation shall be permitted except as hereinafter provided; not shall the presence of such incidental use change the exterior character of such dwelling unit.
  - a. There shall be no sales rooms or display windows; nor shall any materials or supplies be stored in the open.
  - b. No sign announcing the presence of a home occupation shall be permitted other than an occupancy sign not more than 144 square inches (i.e. 12" X 12") in area.
5. Only members of the immediate family residing in the same dwelling unit and not more than one other employee may be employed in the operation of a home occupation

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

DATE: \_\_\_\_\_

