

# Home Occupations: Zoning and Permitting Requirements

## What is a Home Occupation?

-the use of a dwelling, or an attached accessory building on the same zoning lot, for commercial activities; these activities must be clearly secondary to the use of the structure as a residential dwelling. Also, the property is located in a residential zoning district.

## Why are Home Occupations Regulated?

The purpose in regulating commercial activities in residential dwellings is to ensure 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:**

- a floor plan of the dwelling with the area to be used in the commercial activity clearly marked
- a completed application form
- a completed affidavit (which can be filled out in the office).
  - single family home-
    - a survey/site plan of the property with the dimensions of parking area (driveway) clearly marked
  - multi-family home-
    - letter on company letterhead from landlord/management stating access to three parking spaces

The zoning office has the right to withhold the home occupation permit if our inspectors need to review your application.

The cost of the home occupation permit is **\$100.00**

**Note: Home occupations also require the purchase of a business license from the City Revenue Office (336-747-6954).**

## What types of occupations qualify as a Home Occupation?

Following are examples of service occupations 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, telephone/mail services and other similar service-based businesses.

**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 principal use as a residence by the person conducting the occupation.

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

**Exterior** - No exterior evidence of the home occupation; all equipment, supplies and materials used in business must be stored inside home or in attached carports/garages

**Parking** - Single family-clearly marked driveway dimensions (or a scaled site plan) showing a total of 3 parking spaces with a dimension of 8.5' wide by 17.5' deep each; **Multi-family- letter on company letterhead from landlord/management stating access to at least three (3) parking spaces**

**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.

**ATTENTION: 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 727-8000 for Additional Information.**

## APPLICATION FOR HOME OCCUPATION

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

Address at which Home Occupation is to be conducted: \_\_\_\_\_

Street

City

State

Zip

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

Please answer all questions completely (one word answers are not sufficient).  
Use additional page if necessary.

1. State, in detail, the type of business and how it will be operated.
2. Will customers come to the home? If so, how many/often?
3. Will any products be sold at the home? If so, please explain.
4. Will materials used in the home occupation be delivered to the home or will products be picked-up? If products are delivered to home, how frequently?
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? If not conducted in home only, please explain where.
7. What percent of the floor area of the home will be used in the home occupation? (see attached page if you are unsure of how to figure the percentage)
8. Will there be any external evidence of a home occupation such as vehicles, equipment, or materials parked or stored outside?
9. How many people living outside the home will be employed in the home occupation? If YES please identify:  
NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_
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
12. larger than 144 square inches (i.e. 12" X 12") are not allowed.
13. 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: \_\_\_\_\_

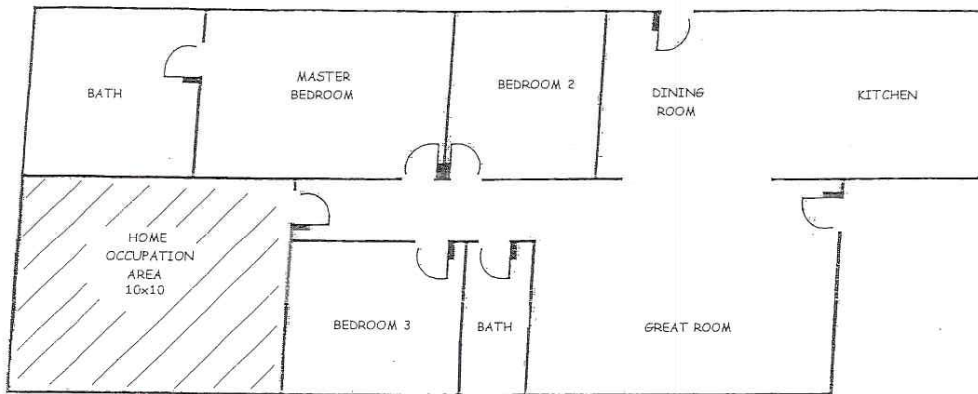
# EXAMPLE OF A SITE PLAN/SURVEY

## DIRECTIONS FOR DIAGRAMS

### FLOOR PLANS

For each level of the primary dwelling, including basements, draw a sketch of the floor plan. Each room must be labeled with the area of the proposed home occupation clearly identified in the sketch. The proposed area must show dimensions of the room or space to be used. Each floor of the dwelling must be on separate pieces of paper clearly identifying the floor.

EXAMPLE OF A HOME OCCUPATION FLOORPLAN



HOME OCCUPATION: 10x10=100 SQUARE FEET  
TOTAL SQUARE FOOTAGE: 1600 =100%  
PERCENTAGE (%) OF HOME=6.25% =x  
100/1600=6.25%

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# DIRECTIONS FOR DIAGRAMS

## PROPERTY SITE PLAN

On a sheet of paper, sketch the property to be used for the home occupation. Include the street(s) frontage, property outline, house outline and driveway dimensions. Any accessory structures (sheds, outbuildings, freestanding carports) must be shown on the site sketch. Geo-Data ([www.forsyth.cc](http://www.forsyth.cc)) printout is not acceptable. Dimensions from the web site can be used for the sketch.

EXAMPLE OF A SITE PLAN/SURVEY

