

APPLICATION FOR HOME OCCUPATION

THE PROCESS:

1. Application and all required materials must be submitted (see checklist). Incomplete application packages or inaccurate information will delay or prevent processing and review. (For complete home occupation regulations, please reference the Town Land Development Ordinance, Section 9-1255, p. (4) Home Occupation.)
2. Planning Department staff will complete review of the application. Application review performed within three (3) to seven (7) business days.
3. Once staff approves the application, they will contact the applicant to pick up the permit. The permit fee is due at this time.
4. Upon approval of this application, a Zoning Compliance Certification Letter will be issued.

Please note: This permit does not override any HOA regulations. All applicants are required to verify and adhere to neighborhood requirements, if applicable.

SUBMITTAL CHECKLIST:

- Submit one (1) completed Application for Home Occupation with original signatures, completed in ink (no copies or faxes)
- \$50 Zoning Compliance Certification Letter Fee
- Copies of any other required licensure, if necessary

APPLICATION FOR HOME OCCUPATION

SECTION A:

Petitioner Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email Address: _____ Phone: _____

Wake County PIN: _____ Zoning: _____

Home Occupation Type:

- | | |
|---|---|
| <input type="checkbox"/> Child Care (not subject to State licensure) | <input type="checkbox"/> Catering Service |
| <input type="checkbox"/> Barbershop/Beauty Salon | <input type="checkbox"/> Teacher/Tutor |
| <input type="checkbox"/> Dog Grooming | <input type="checkbox"/> Office Use |
| <input type="checkbox"/> Home Crafts | <input type="checkbox"/> Arts/Services |
| <input type="checkbox"/> Gunsmithing – Extraterritorial Jurisdiction (ETJ) only | |

Brief Description of Proposed Home Occupation: _____

Proposed Days & Hours of Operation: _____

Location of Home Occupation:

- Town Limits (*Proceed to Section B*)
- Extraterritorial Jurisdiction (ETJ) (*Proceed to Section C*)

SECTION B (TOWN LIMITS ONLY):

Square Footage of Home Occupation Use: _____ SF (250 SF max.)

Will customers come to the home? (max. two (2) customers at one (1) time, and max. six (6) customers per day permitted)

- Yes No

Will there be a vehicle associated with the home occupation? (max. one (1) permitted)

- Yes No

Will your home occupation require any further licensing from other agencies? (such as County or State)

- Yes (*include with application*) No

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SECTION C (EXTRATERRITORIAL JURISDICTION (ETJ) ONLY):

Square Footage of Home Occupation Use: _____ SF (750 SF max. permitted)

Will the home occupation be conducted within an accessory structure?

Yes No

Will customers come to the home? (max. four (4) customers at one (1) time, and max. six (6) customers per day permitted)

Yes No

Will there be a vehicle associated with the home occupation? (max. two (2) permitted)

Yes No

Will there be a sign advertising the business?

Yes (separate permanent freestanding sign permit required) No

Will there be an employee associated with the home occupation? (max. one (1) employee from outside the home)

Yes No

Will the home occupation require any further licensing from other agencies? (such as County or State)

Yes (include with application) No

SECTION D:

I/we the undersigned do hereby certify all the following:

- I certify that all information given above is true, complete, and accurate to the best of my/our knowledge.
- I certify that no toxic, explosive, flammable, radioactive, combustible or other hazardous materials as defined by the Fire Protection Code and North Carolina State Building Code shall be used, sold, or stored on the property.
- I certify that the home occupation shall not constitute a nuisance or any undue disturbance to adjacent property.
- I certify that I shall not conduct a home occupation without having first received a home occupation permit and that such permit shall not be transferred to any other person, nor shall the permit be valid at any other location than the location appearing on the home occupation permit.
- I certify that I have read and understand the regulations regarding home occupations outlined in the Land Development Ordinance, §9-1255, p. (4) Home Occupation.

PETITIONER SIGNATURE:

Signature

Date
