

HOME OCCUPATION APPLICATION

PLANNING & DEVELOPMENT DEPARTMENT



PROPERTY AND PROJECT INFORMATION

Name of Business _____ Type of Business _____

Applicant Name _____

Property Address _____

Tax Map Number _____

Attach a floor plan showing the area to be used for business and a site plan when using an accessory structure.

Location of business (check appropriate answer): In home _____ In accessory structure _____

Heated Square Footage of Home _____ Square Footage proposed to be used for business _____

Will customers enter your home or accessory structure? Yes or No (Circle answer). If yes, a commercial change of use building permit is required. Please contact Central Permitting at 910-455-3661, Option #2.

Contact Environmental Health – Food & Lodging Section if food service is proposed, 910-938-5851.

Proposed Days & Hours of Operation _____ Number of employees _____

APPLICANT INFORMATION

Name _____

Address _____

Telephone _____ Email Address _____

PROPERTY OWNER INFORMATION

Name _____

Address _____

Telephone _____ Email Address _____

HOME OCCUPATION ZONING FEE: \$50

Please make payment payable to Onslow County Planning & Development. All checks must include a physical address and a phone number. Personal checks must include driver's license or social security number. Business checks must have a North Carolina address.

Email complete applications to landuse@onslowcountync.gov

By signing the Home Occupation Application, the applicant certifies that they will comply with all provisions of the Onslow County Zoning Ordinance. Failure to comply will result in the revocation of the permit.

Printed Name of Applicant/Date

Signature of Applicant/Date

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HOME OCCUPATION SUBMITTAL POLICY

The intent of a home occupation is to be a clearly incidental and secondary use of a residential dwelling unit. This applies to any occupation, profession or business activity owned and/or engaged in by any resident of a single-family dwelling. Individuals working remotely for their employer are not considered a home occupation.

APPLICATION REQUIREMENTS

- A complete application;
- \$50.00 application fee;
- A floor plan displaying both the total heated square footage of the home and the square footage to be used for the home occupation must be submitted; and
- When the occupant seeking a Home Occupation permit is not the property owner, the resident must provide written consent for the home occupation from the property owner (or property management company). Owner consent form is available upon request.
- If the proposed business use increases water usage:
 - o **Wastewater** – When the site is served by individual septic systems, contact Environmental Health at the Onslow County Government Center - 910-938-5851. If sanitary sewer is available, verification of service is required. (Contact your sewer provider: ONWASA at 910-455-0722 or Pluris at 910-327-2880).
 - o **Water Supply** – Contact Wynne Ray at ONWASA located at 228 Georgetown Road, Jacksonville - 910-455-0722.
- If the proposed business involves firearms, the following is required:
 - o A narrative of proposed activities, and
 - o A copy of the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) application.

REQUIREMENTS

- No display of business-related products including equipment shall be visible from the street. Does not apply to properties over two (2) acres in the Rural Agriculture (RA) Zoning District.
- Equipment shall not create vibration, glare, fumes, odors, electrical interference, and/or noise that can be detected off premise.
- The square footage of floor area devoted to the home occupation (inside the home and/or accessory building(s)) shall not exceed 40% of the heated square footage of the home, or 800 square feet, whichever is SMALLER.
- No more than 2 non-resident employees at the residence at any given time.
- One (1) motor vehicle, with two axles, and one (1) trailer shall be allowed in relation to the home occupation. Business related vehicles cannot be parked in the right-of-way, access easement, or front or side lawn.
- A single sign not to exceed 4 square feet is allowed for signage.
- Shipments and delivery of products, merchandise, and/or supplies shall be limited to the hours of 8:00 AM and 8:00PM. Shipments and deliveries shall only occur via trucks or smaller vehicles typically used to serve residential areas. In no case shall dump trucks or tractor trailers be used for shipments or deliveries at the property or adjacent right-of-way.
- Home Occupation Commercial Fishing shall comply with the Onslow County Solid Waste Management Ordinance. Home Occupation Commercial Fishing includes but is not limited to oystering, shrimping, clamming, scalloping, net fishing, and crabbing; and may include but is not limited to the use of accessory structures such as crab sheds or equipment such as refrigerators.
- Home occupations involving firearms shall be required to submit a narrative of proposed activities and a copy of their application(s) to the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF).

- No Home Occupation will be allowed to have a dumpster on site.
- No Home Occupation will be allowed to be located in an accessory structure that is forward of the principal structure.

PROHIBITED HOME OCCUPATIONS

- Animal Services
- Concealed carry live-fire field practice
- Contractor's office with outdoor storage of equipment and materials
- Junkyard, Recycling Collection Services, and/or Salvage Yards
- Medical and Dental offices
- Motor Vehicle or Boat Repair and/or Body Work
- Sawmill
- Yard Sales and Flea Markets (More than six (6) in a calendar year)

ADDITIONAL RESOURCES

BUSINESS START-UP CONSIDERATIONS AND RESOURCES

- Coastal Carolina Community College Small Business Center – 910-938-6322.
- Internal Revenue Service (IRS): Apply for Tax ID number through their website at irs.gov.
- North Carolina Department of Revenue: Many businesses must collect sales tax and will need an account with this agency (877-252-3052). If you have employees, you will need to set up an account to withhold taxes.
- North Carolina Employment Security Commission: If you have employees, you will need to contact this agency at 919-707-1150 to set up an account.
- Privilege Licenses: Counties issue a limited number of business licenses; the Tax Office number is 910-989-2200. If you plan to do business within a municipality, you must contact the City or Town Hall.