

HOME OCCUPATION APPLICATION



PLANNING & DEVELOPMENT DEPARTMENT

Name of Business: _____ Type of Business: _____

Property Address: _____ Tax Map Number: _____

Location of business (check appropriate answer): _____ Within the home

_____ In an accessory structure

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.

Heated Square Footage of Home: _____ Square Footage proposed for business use: _____

- *The square footage of floor area devoted to the home occupation shall not exceed forty percent (40%) of the livable square footage of the home, or one thousand (1,000) square feet, whichever is smaller.*
- *Attach a floor plan showing the area to be used for business and a site plan when using an accessory structure.*

Proposed Days & Hours of Operation: _____ Number of employees: _____

- *The home occupation may only employ residents of the dwelling and up to two (2) nonresident employees.*

Is food service proposed? YES or NO (circle answer). If yes, contact Environmental Health – Food & Lodging Section at 910-938-5851

APPLICANT INFORMATION

Name: _____

Address: _____

Telephone: _____ Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Telephone: _____ Email Address: _____

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

ADDITIONAL HOME OCCUPATION STANDARDS

While the Zoning Ordinance does not identify specific types of businesses that can be considered a home occupation, the ordinance does include a definition along with a list of standards that limit the home occupation. This definition and standards are listed below:

HOME OCCUPATION. Is a business, profession, occupation, or trade for the economic gain or support of a resident of the dwelling, and which is incidental and secondary to the residential use of the lot.

HOME OCCUPATIONS are permitted by right in all zoning districts under the following guidelines:

1. No display of products shall be visible from the street. (Not applicable in RA)
2. No mechanical equipment shall be installed or used that creates vibration, glare, fumes, odors, or electrical interference that is detectable off site.
3. The square footage of floor area devoted to the home occupation (which may be located within the home and/or accessory buildings) shall not exceed forty percent (40%) of the livable square footage of the home, or one thousand (1,000) square feet, whichever is smaller.
4. The home occupation may only employ residents of the dwelling and up to two (2) nonresident employees.
5. Signage identifying the home occupation shall be limited to a single sign with no more than four (4) square feet of sign area.
6. The home occupation shall generate no more than thirty (30) vehicle trips per day or a number of vehicle trips equal to five percent (5%) of the average daily traffic volume on the adjacent street, whichever is less, nor more than sixteen (16) vehicle trips during that hour of the day when the street's traffic volume is at its peak.
7. Shipments and delivery of products, merchandise, or supplies shall be limited to the hours between 8:00 AM and 8:00 PM and shall occur only via trucks or smaller vehicles typically used to serve residential areas. In no case may any commercial vehicle or truck with a gross weight greater than thirteen (13) tons be used for shipments, deliveries, or service. The site shall be able to accommodate the on-site loading/unloading and maneuvering of trucks used for shipments, deliveries, or service.
8. Home occupation commercial fishing (including, but not limited to, oystering, shrimping, clamming, scalloping, net fishing, and crabbing) may include use of accessory structures (e.g., buildings used for crab shedding) and equipment (e.g., refrigerators) provided, however, that crab pots, fishing nets, coolers, and other items necessary to operate commercial fishing activities must be kept so as not to pose a health or safety risk in violation of the Onslow County Solid Waste Management Ordinance.

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.*

Completed documents may be emailed to: LandUse@OnslowCountyNC.gov