



Home Occupation Permit

City-County Planning Department

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Application Guide, Online Payment, and Submittal Portal: <https://dsc.durhamnc.gov/264>

Application Questions: dscticket@dsc.mojohelpdesk.com | 919-560-4137

Planning

APPLICANT INFORMATION	
Name:	Phone:
Email address:	
HOME BUSINESS INFORMATION	
1. Name of business:	
2. Street address of home business:	
3. Describe the type of business and all associated activities that will occur in the home:	
4. Maximum number of customer visits expected per day:	
5. Maximum number of customers expected at the same time:	
6. Size of livable area of home (square feet):	
7. Portion of home dedicated to the home business (square feet):	
8. Number of employees working in the home, but not living in the home:	
9. License plate number of any commercially-licensed vehicle(s) parked at the home:	
10. Describe any outdoor storage or hazardous materials storage:	
BUSINESS OWNER AFFIDAVIT AND DIGITAL SIGNATURE	
I certify, understand, and agree to the following:	
<ol style="list-style-type: none"> I have read Page 2 of this form, marked a check next to items 1-14, and will comply with all requirements. I reside at the address above and am responsible for ensuring the business remains in compliance with this permit. I understand this permit is not transferable to another person, business, or location. Upon notification, I will allow a Zoning Enforcement Officer to enter the premises for a compliance inspection. I understand that zoning violations can include possible fines and revocation of this permit. I am responsible for obtaining building or trade permits, as applicable, for any physical alterations to the premises. 	
Owner digital signature:	Date:

STAFF ONLY		
Staff name:	Approval signature:	Date:
Zoning district:		
PID:		
Comments:		
Permit number:		

HOME OCCUPATION SUMMARY REGULATIONS
UNIFIED DEVELOPMENT ORDINANCE SECTION 5.4.4

STANDARDS		<i>Check to confirm</i>
<i>Applicant: Check each row to confirm your home business complies with items 1-14.</i>		
1.	There will be no display of goods, products and services visible from off site.	
2.	Only handmade items, foodstuffs, and crafts made on the premises will be offered directly for sale.	
3.	No goods, products, or commodities bought or secured for the express purpose of resale will be sold at retail or wholesale on the premises. Receiving and shipping of catalog or electronic business orders is allowed as long as the total area for all business activities are within the limits described in items 10a or 10b, below.	
4.	Traffic and parking will not be detrimental to the neighborhood or create congestion on the street.	
5.	A maximum of one commercially-licensed vehicle will be used with the business. <i>Exception for property zoned RS-20 or RR: Up to two heavy equipment vehicles may be used with the business. All heavy equipment vehicles will be screened from view from adjoining properties and the public right-of-way.</i>	
6.	No equipment or process will be used that creates noise, vibration, glare, fumes, odors, or electrical interference that is detectable off site.	
7.	No hazardous materials will be manufactured, stored, processed, or disposed of on the premises.	
8.	No internal alterations or modifications that are not customary to a residence will be made. No exterior modifications to the dwelling to accommodate the home occupation will be made except to meet Americans with Disabilities Act requirements.	
9.	Only persons residing on the premises and up to one nonresident employee may be engaged in the home occupation. <i>Exception for property zoned RR and containing 10 acres or more: No more than 3 nonresident employees will work for the home occupation.</i>	
10a.	<i>For properties zoned RR and containing 10 contiguous acres or more:</i> The square footage of the home occupation will not exceed 30 percent of the livable square footage of the home. A portion or all of this square footage may be located in an accessory building. The accessory building used for a home occupation will not be closer to the front property line than the closest side of the primary dwelling to the front property line. The accessory building will not be closer to the side property line than the closest side of the primary dwelling to the side property line, or 100 feet, whichever is less. The rear of the accessory building will not be closer than 75 feet to the rear property line.	
10b.	<i>For properties not addressed in Item 10a:</i> The home occupation will be clearly incidental to the primary use as a residence. The total home occupation square footage will not exceed 30 percent of the area of the livable portion of the dwelling. An accessory structure or an accessory dwelling can be used for all or a portion of the floor area of the home occupation but the combined total square footage devoted to the home occupation shall not exceed overall limits described above.	
11.	No outside storage, use, or activity except parking shall be associated with the home occupation. <i>Exception for property zoned RR and containing 10 contiguous acres or more: Outdoor activities will be at least 250 feet from any property line and closer to the principal on-site dwelling than to any off-site dwelling.</i>	
12.	Any home occupation on property currently zoned RR and at least 10 contiguous acres in size, and using the exceptions noted in 9, 10a, and 11 above, will cease if the parcel size is reduced to less than 10 acres.	
13.	One wall sign limited to three square feet is allowed. A separate Sign Permit is not required (UDO Section 11.4).	
14.	Tutoring or instructional services shall have no more than five students at one time.	