



# Home Occupation Permit Application

Development  
Services Center

City-County Development Services Center

101 City Hall Plaza, Durham, NC 27707 | [dscticket@dsc.mojohelpdesk.com](mailto:dscticket@dsc.mojohelpdesk.com) | 919-560-4137

PERMIT #: \_\_\_\_\_

## APPLICANT INFORMATION (Please Fill in All Boxes)

Name:	Phone:
Address:	City, State, Zip

## BUSINESS INFORMATION (Please Fill in All Boxes)

Name of Business:	Type of Business:	
Website Address:	Email Address:	
Describe all business activities which will be taking place on the premises:		
Will anything in connection with the business be stored in a detached accessory building: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please explain:		
Describe any alterations to the dwelling or special equipment needed:		
Will customers or groups of people come to your home to obtain services/products?		
Size of livable area of dwelling/home (sq. ft.):	Area to be used for business (sq. ft.):	
Number of residents in the home:	Number of employees residing elsewhere:	
Any commercially-licensed vehicle(s) used in connection with the business?		
Type:	Make:	Model:
When is this vehicle(s) parked on your property (all that apply)? <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Weekend <input type="checkbox"/> Not on property		
Do you intend to use a sign on the vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you intend to use a sign on your property? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## BUSINESS OWNER AFFIDAVIT (Please Read and Initial all Regulations on Page 2 and Sign Below)

I certify that I reside at this address, and understand that this permit is not transferable to another person, business, or location. I have answered to the best of my knowledge and the proposed Home Occupation will be incidental to the use of my home. I have read and understand the Home Occupation rules in paragraph 5.4.4 in the Unified Development Ordinance as evidenced by my initials on the back of this form. Upon notification, I will allow a Zoning Enforcement Officer to enter the premises for the purpose of determining compliance with Home Occupation requirements. I further understand that a violation of any of the Home Occupation requirements will result in appropriate action by a Zoning Enforcement Officer including possible fines and revocation of this permit.

Signature:	Date:
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**Note: Please read the summary of rules for home occupations on page 2 and initial the boxes.**

## STAFF ONLY

Planning Approval Signature/Date				
Staff Comments:				
Enforcement District:	Zoning:	Acreage:	PID:	PIN:

## Home Occupation Regulations

Summarizing Paragraph 5.4.4, Home Occupations, of the Durham UDO  
(Telecommuting is not a home occupation.)

The Applicant acknowledges the following with this permit application via initials in each box:	Initials
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 1 commercially-licensed vehicle will be used with the business. <i>Exception for property zoned RS-20 or RR:</i> Up to 2 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.	
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 <i>Americans with Disabilities Act</i> requirements.	
9. Only persons residing on the premises and up to 1 nonresident employee may be engaged in the home occupation. <i>Exception for property zoned RR and containing 10 acres or more:</i> No more than 3 nonresident employees will work for the home occupation.	
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% 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% of the area of the livable portion of the dwelling.	
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:</i> 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.	
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. Only 1 wall sign, not exceeding 3 square feet in area, is allowed (see UDO Sec. 11.4).	
14. Tutoring or instructional services shall have no more than five students at one time.	
<b>Contact Us:</b> If you have any questions about this application, please contact the Durham City-County Planning Department at 919-560-4137 between 8:00 a.m. and 5:00 p.m. on weekdays, or e-mail <a href="mailto:dscticket@dsc.mojohelpdesk.com">dscticket@dsc.mojohelpdesk.com</a> .	
<b>Note:</b> <i>Please allow up to 48 hours for a background check for this site. You will be notified when a letter is ready for pickup or if there are other questions from Planning staff.</i>	

### SUBMITTAL INSTRUCTIONS

<b>Deadline:</b>	A complete application with \$26 fee can be submitted in person during regular business hours or e-mailed to the address above. If e-mailed, payments must be mailed in advance to the address at right or paid in person at City Hall.	<b>Submit to:</b>	Durham City-County Development Services Center 101 City Hall Plaza, Durham, NC 27701 <a href="mailto:dscticket@dsc.mojohelpdesk.com">dscticket@dsc.mojohelpdesk.com</a>
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