



CARRBORO

NORTH CAROLINA



HOME OCCUPATION PERMITS

"Dear Potential Business Operator:

Please be advised that it may be necessary to meet with several members of Town staff as well as outside agencies to identify and fully understand all rules, regulations, and policies applicable to your business. Please refer to the 'Checklist for Opening a Business in Carrboro.'"

A SHORT DEFINITION

Home occupation is a secondary use of one's home.

No on-premises retail sales can occur, also goods or other commodities cannot be displayed and not more than one non-resident may be employed in connection with the home occupation. A home occupation may not increase traffic in a residential neighborhood or cause noise, glare, vibration, odor or electrical interference that may disturb neighbors.

Some examples of acceptable home occupations include: accounting, bookkeeping, crafts, tailors, photography studios, dressmaking, hairdressing, the office or studio of a physician, dentist, musician, lawyer, architect or similar professional.

Home occupation activities are allowed in all residential districts. They must be located in the dwelling unit and be limited to 25% or 500 square feet of the floor area (whichever is less) of the dwelling unit.

HOW TO OBTAIN A PERMIT

To obtain a home occupation permit, the following is to be submitted to the Zoning Division:

1. An application for a Zoning Permit (available from the Zoning Division).
2. A floor plan showing the location, size, and use of each room in your residence.

You may draw your own plans as long as they are drawn to scale.

3. A clear description of what is being proposed.
4. A completed Land Use Permit. **[IF YOU LIVE IN AN APARTMENT COMPLEX, THE MANAGER MUST SIGN THE APPLICATION.]**

Please be advised that the use of any residence for home occupation is permissible ONLY after a Zoning Permit is granted.

The application for the Zoning Permit must include a floor plan for the existing residence with the space to be used for home occupation shown on it (the area in square feet). Applicants must also include a plot plan with the residence, lot property lines and parking spaces delineated on the plan. A home occupation use requires one parking space in addition to the number required for the residential uses on the lot.

THE APPROVAL PROCESS

Home occupation permit applications are reviewed by the Zoning Division and a decision of approval or denial is rendered.

If approved, the permit will be kept on file in the Zoning and Inspections Division. The home occupation is allowed as long as it adheres to the conditions prescribed in the permit.

If denied, written notification will be rendered including a reason for the denial; and, where applicable, what could be done to receive approval. You may appeal the decision to the

Carrboro Board of Adjustments within thirty (30) days after the development review administrator makes and files the decision.

The review process takes approximately seven to ten (7-10) days.

HOME OCCUPATION FEES

Plan Review Fee \$75

FOR INFORMATION CONTACT:

Zoning Division
301 West Main Street
Carrboro, North Carolina 27510

Zoning Division918-7336

Inspections Division918-7336