

Home Occupation Permits

Background

As defined by the Land Use Ordinance, a Home Occupation is a secondary use of one's home for *commercial* purposes. No on-premises retail sales can occur, 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.

A home occupation requires a Zoning Permit.

Do all home-based enterprises require a Zoning permit?

No, some uses are considered incidental to the primary residential use. These uses may include but not be limited to offices, studios, or non-commercial hobbies. The final determination is at the discretion of the Administrator.

What are some examples of acceptable home occupations?

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

What home occupations are not allowed?

Any use that has an adverse impact on the neighborhood, or any use that causes the residential use to become secondary, is prohibited per the definitions of the Land Use Ordinance.

How do I obtain a permit?

To apply for a home occupation permit, the following is to be submitted to the Zoning division for review:

1. A completed Land Use Permit (available from the Zoning Division – also see Appendix I –1).
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 plot plan (in scale) showing the residence, the property lines and the parking spaces delineated on the plan. A home occupation use requires one parking space in addition to the number required for your residence.
4. A clear, written description detailing how you intend to use your residence as a home-based business.

How long does the review take?

Approximately seven to ten (7-10) working days.

Home occupation approval process:

Home occupation permits applications are reviewed by the Zoning Division (sometimes other agencies are involved) and a decision of approval or denial is

rendered. If renovations to the building are proposed additional review for a building permit will be required.

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

How much does a Home Occupation Permit cost?

Please see the "Town of Carrboro Schedule of Fees and Miscellaneous Charges" found in Appendix I – 28. (Fees are subject to change).

Who may be involved in the Home Occupation Permit process?

Town of Carrboro Planning
Town of Carrboro Fire
Town Of Carrboro Inspections
Orange County Environmental Health
OWASA