



HOME OCCUPATION PERMIT APPLICATION

CITY OF HIGH POINT

211 S. Hamilton St., High Point, NC 27260, Suite 316
Phone 336-883-3151

Applicability: A Home Occupation is any activity carried out for gain by a resident and conducted in the resident's dwelling unit.

Please complete and submit the application, and all necessary supporting documentation to obtain a permit. Submitting complete and accurate information at the beginning will result in more efficient processing of your request.

Submittal Requirements

Staff Use	√ or NA	All requests <u>shall</u> include:
		Enter √ or NA in column to the left √=Provided NA=Not Applicable
		Plot Plan depicting the interior layout of the residential dwelling and the location of the proposed business within the residential dwelling.
		Detailed Description of Business Activity this shall include good/services sold, number of employees (including applicant), number of commercial vehicles, hours of operation, etc.
		Letter of Authorization (if the dwelling is rented) from landlord/management granting the tenant permission to conduct a home occupation in the dwelling
		Health Department Approval: Only for business that partake in food handling/processing for public consumption
		Day Cares, Tutoring, or Instruction: Identify the number of children, age range, operation hours, and drop-off/pick up area for children
	INITIAL	Home Occupation Requirements (please initial all of the following)
		1. The home occupation shall be in the principal residential dwelling unit and shall not occupy more than 25 percent of the gross floor area of the dwelling unit.
		2. The person operating the home occupation shall reside in the dwelling unit.
		3. Only one NON-resident may work on the premises.
		4. The home occupation shall not change the exterior appearance of the dwelling.
		5. The home occupation shall not create traffic, parking congestion, noise, vibration, odor, glare, vibration, fumes, or electrical or communications interference beyond what normally occurs in the district where located.
		6. No outdoor storage or display of products, materials, or equipment is permitted.
		7. Activities and storage associated with a home occupation shall not take place in an accessory building, such as a detached garage.
		8. No maintenance or repair of commercial equipment may be associated with a home occupation.
		9. Only 1 commercial vehicle with 1 attached trailer associated with the home occupation may be parked or stored on the lot, but neither the truck nor the trailer shall exceed 24 feet in length.
		10. There shall be no advertising on the property or other signs of the home occupation except 1 sign attached to the residence with an area no greater than 2 square feet.
		Contact Information: If you need assistance or have question regarding this application please contact us at: Planning and Development Department Development Services Center 211 S. Hamilton St., Suite 316, High Point, NC 27260 Phone: 336-883-3151 Fax: 336-883-8518 Email: permits@highpointnc.gov For more information on the Home Occupation Application Process visit: http://www.buildhighpoint.com/198

GENERAL INFORMATION - PART 1

PROJECT INFORMATION (All fields in this section are required)

Business Address: _____
Business Name: _____
Detailed Description (see page 1.): _____

GENERAL INFORMATION – PART 2 (Please complete all applicable fields)

SPECIFIC INFORMATION (Please complete all information)

Total (habitable) floor area of the residence: _____
 Total square footage used for business activity: _____
 Total number of employees, including the business owner: _____

PARKING & TRAFFIC (Please complete all applicable fields)

Number of Existing Parking Spaces: _____
 Will you be adding parking new spaces? Yes No If yes, how many vehicles? _____
 Will a commercial vehicle(s) or trailer(s) be parked on the premises? Yes No If yes, how many vehicles (include length of vehicle)? _____
 How many attendees/customers are expected to visit the business per day? _____
 How many attendees/customers will be on-site at any one time? _____

APPLICANT INFORMATION (All applicable fields in this section are required)

Applicant Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Email/Fax: _____
Status of Applicant: Property Owner; Tenant; Legal Representative; Other: _____

AUTHORITY TO FILE APPLICATION

Required	<p>I hereby agree to conform to all applicable laws and regulations of the City of High Point, applicable County and State of North Carolina (as may be applicable to my request), and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge. In addition, I acknowledge that by filing this application, representatives from the City of High Point Planning and Development Department may enter the subject property for the purpose of investigation and analysis of this request.</p> <p>Applications will not be accepted without signature(s).</p>		
	Print Applicant Name	Applicant Signature	Date