



OVERVIEW

A Home Occupation is an accessory use that allows the operation of selected businesses with a residence. Home Occupations are permitted in the following zoning districts: Agricultural (AG), all Residential zones (RS & RM), Mixed Use (MXU), and the Neighborhood Business (NB) zones. Home Occupations must be conducted entirely within the residence. Some home office uses do not require a Home Occupation Permit. Home office uses that do not entail physical public interaction on site and do not employ persons from outside the home may not need a Home Occupation Permit. However, an application will still need to be submitted.

TYPES OF PERMITTED HOME OCCUPATIONS

Home Occupations include, but are not limited to, Typing Services, Beauty Parlors, Doctor/Dentist Office, Architects, Food Catering, Handcrafting, and Accountants. This is not an inclusive list. Please contact a Planner at 336-641-3334 if you have a question about the eligibility of a specific business.

MAXIMUM AREA

The area set aside for the Home Occupation shall occupy no more than twenty-five (25%) percent of the gross floor area of the residence. More than one Home Occupation may be approved per residence. However, the maximum area occupied by all Home Occupations is still 25% of the gross floor area.

OUTSIDE STORAGE

No outside storage or display of items associated with the Home Occupation is permitted.

SIGNS

Home Occupations are allowed one (1) freestanding identification sign with a maximum of four (4) square feet in area and four (4) feet in height. A permit for the sign is not required.

HANDICAP ACCESSIBLE

Certain Home Occupations are required to meet standards set by the North Carolina State Accessibility Code. Contact a Plan Examiner at 641-3334 for more information.

OPERATION

The Home Occupation must be conducted entirely within the residence. It must be a use which is clearly incidental and secondary to the use of the dwelling unit for residential purposes and does not change the character of the residence. Home Occupations are not permitted in a detached garage or other detached accessory structure, except for an accessory dwelling unit.

No display, stock-in-trade, or commodity sold not made on the premise shall be permitted. No items brought in for resale can be sold. For catering and handcrafting, only handmade items made in the dwelling may be offered for sale.

Only one (1) person who is not an occupant in the residence may be employed as part of the Home Occupation and report to the residence to work or conduct business. All other persons employed as part of the Home Occupation shall not:

- Report to work at or near the residence.
- Go by the residence to pick-up pay checks, orders, supplies, or other items related to the business.
- Associate with the residence in any manner which could be interpreted as part of the normal employer/employee relationship.

APPROVAL PROCEDURES

In order to legally operate a Home Occupation, the operator must obtain approval from the Planning and Development Department. Certain types of uses will require a Home Occupation Permit. A Home Occupation Permit does not include any additional local, state or federal permits or licenses required for a specific business.

To obtain a Home Occupation Permit, the operator of the business should make application through the Guilford County Enterprise Permitting and Licensing (EPL) Civic Access Portal. If the applicant is leasing or renting the property, including persons living in apartments or mobile home parks, a notarized statement of permission to operate the Home Occupation is required from the property owner. A Planner will issue a Zoning Certificate if determined that the proposed business qualifies or is exempt and may forward your application to the Permitting Section.

The Permit Section will need the property address, the type of business and a detailed description of activities associated with the business. Contact the Permit Section at 336-641-3707 for the cost of the permit.

If the residence is on a septic system, an evaluation and review by the Guilford County Environmental Health Department may be required. They can be contacted at 336-641-7613 for more information.

This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Guilford County Unified Development Ordinance in any legal proceeding.



GUILFORD COUNTY PLANNING AND DEVELOPMENT

Home Occupation Application

A Home Occupation is the operation of a business conducted within a dwelling and carried on by the residents, which is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character of the dwelling or neighborhood. A Home Occupation may be approved if it meets all requirements of the Guilford County Development Ordinance. A Home Occupation Permit obtained from the Guilford County Planning and Development Department does not include any additional local, state, or federal permits or licenses required for a specific business.

Submittal Process

1. Submit complete application along with a floor plan drawn to scale to the Planning and Development Department - Planning Section.
2. Once approved and if permit is required, submit approved application, approved floor plan and permit fee (contact the Permit Section @ 641-3707 for fee) to the Planning and Development Department-Permitting Section for permit issuance. This must be done in person.

PROPERTY INFORMATION

Address _____ City _____ State _____ Zip Code _____

Tax Parcel # _____ Zoning _____

Type of Home (Check One): Site Built or Modular Manufactured (Mobile Home)

Gross Square Footage of Home: _____ Square Footage of Home Occupation Area: _____

OWNER INFORMATION

Name _____ Phone Number _____

Address _____ City _____ State _____ Zip Code _____

Email _____

APPLICANT INFORMATION – *If not property owner, a notarized statement of permission is required from the property owner.*

Name _____ Phone Number _____

Address _____ City _____ State _____ Zip Code _____

Email _____

BUSINESS INFORMATION

Name of Business _____ Type of Business _____

Number of Employees: _____ Number of employees not residing in the home: _____

Detailed Description of Business - Include the type of work that will take place in the home, materials needed to conduct business, storage of materials, if customers will be coming to the home etc. Attach additional sheets if necessary.

Open to the Public Yes No Sign Yes No

Any Planned Alterations to Accommodate Home Occupation Open to the Public Yes No

Describe Alterations _____

Applicant Signature _____ Date _____

I hereby agree to conform to all applicable laws of Guilford County and the State of North Carolina and certify that the information is complete and accurate to the best of my knowledge. I acknowledge that by filling out this application, representatives from Guilford County Planning and Development may enter the subject property for the purpose of investigation and analysis of this request.

DENIED _____ APPROVED _____ APPROVED W/ CONDITIONS _____ NO PERMIT REQUIRED _____

Environmental Health Review Required Permits Required Mechanical Electrical Construction Plumbing

Reviewed By _____ Title _____ Date _____

Permit Remarks _____

The decision of the Enforcement Officer can be appealed to the Guilford County Board of Adjustment within fifteen (15) days following the decision. The appeal shall be filed on the appropriate forms and shall be subject to an application fee.