



HOME OCCUPATION APPLICATION

Person County Planning & Zoning
325 S. Morgan Street, Suite B
Roxboro, NC 27573
(336) 597-1750

Fee

Date Received

Permit Number

APPLICANT INFORMATION

Name: _____ Telephone: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Fax: _____

PROPERTY OWNER INFORMATION

Name: _____ Telephone: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Fax: _____

PROPERTY INFORMATION

Address: _____ City: _____ State: _____ Zip: _____
Tax Map & Parcel Number: _____ Total Acreage: _____ Township: _____
Zoning District: _____ Watershed: _____ Floodplain: ☐ Yes ☐ No
Utilities (check all that apply): ☐ Public Sewer ☐ Public Water ☐ Septic ☐ Well

HOME OCCUPATION INFORMATION

Location of Occupation: ☐ In Residence ☐ In Accessory Building Total Square Footage: _____
Square Footage Used For Home Occupation: _____ Sq. Ft. Percentage of Total Square Footage: _____%
Number of Employees (including business owner): _____ Number of Employees Residing in Home: _____
Outside Storage: ☐ Yes ☐ No Signage: ☐ Yes ☐ No *If yes, please submit Sign Application*
Description of Home Occupation: _____

REQUIRED DOCUMENTS

1. Health Department Authorization
2. Fire Inspector Authorization
3. Site plan of the property (drawn to scale) displaying the location of the residence and accessory building(s).
4. *If served by Public Water & Sewer*, a letter of authorization from the City of Roxboro
5. *If home occupation is Child Care*, a letter of proposal from Person County Child Care Resources and Referral.

CONDITIONS FOR APPROVAL

As stipulated in the Person County Planning Ordinance, a home occupation is an occupation carried on in a dwelling unit or accessory building in accordance with the following.

1. The use is an incidental use to the residential property.
2. The home occupation shall not generate significantly greater volumes of traffic than would be expected in that residential neighborhood.
3. No more than one (1) person other than the resident of the dwelling are to be engaged in the home occupation.
4. No more than twenty-five percent (25%) of the total heated floor area of the principal structure shall be used for the home occupation.
5. One hundred percent (100%) of an accessory structure may be used for the home occupation: (1) if located to the side or the back of the principal structure; and (2) the total floor area of the accessory structure does not exceed fifty percent (50%) of the gross floor area of the principal structure.
6. The exterior of any structure (principal or accessory) shall not be built or altered in any manner nor shall the occupation be conducted in such a way as to cause the premises to substantially differ from its' residential character in exterior appearance.
7. The outside storage or exterior display of merchandise, products or materials, is prohibited.
8. Required parking for a home occupation shall be met off the street and not in a required front or side yard setback.
9. Signage shall comply with Article XII, Section 125.
10. All residential properties served by a well and/or sewage disposal system must have said systems evaluated (when applicable) in accordance with North Carolina General Statutes and local regulations.
11. The use shall not emit any obnoxious or offending noise, dust, vibration, odor, smoke, fumes, glare, electrical interference, interference to radio or television reception beyond what normally occurs in the applicable zoning district, and shall not present a fire hazard.
12. The on premise sale and delivery of goods which are not produced on the premises is prohibited, except in the case of the delivery and sale of goods incidental to the provision of a service.

SIGNATURES AND ACKNOWLEDGEMENT

I, the applicant, hereby certify that the foregoing application is complete and accurate. I understand that I am bound to comply at all times with the rules and regulations for home occupations as specified in the Person County Zoning Ordinance. I also understand that my home occupation will be monitored by the Person County Planning and Zoning Department from time to time to verify compliance. Furthermore, the undersigned hereby authorizes Person County Planning Director or designated representative to enter upon the above referenced property for the purpose of inspecting and verifying compliance with Person County's Ordinances.

Signature of Applicant

Date

OFFICE USE ONLY

☐ Approved ☐ Denied _____

County Zoning Official Signature

Date