

Perquimans County, North Carolina
APPLICATION FOR HOME OCCUPATION PERMIT



This section to be completed by County:

Date Received: _____ Received by: _____
Date Completed: _____ Confirmed by: _____
Subject Property Tax Map No.: _____
Subject property Zoning District: _____
Will proposed business require site improvements? _____
Will proposed business require review by other agencies? _____

APPLICANT INFORMATION

Name(s) of Business Owner-Occupant

Name of proposed Business

Physical Address of Property

Daytime Phone Number

Home Phone Number

Cell Phone Number

Email Address

OCCUPATION & PROPERTY INFORMATION

1) Type of proposed home-based business: _____

2) The Home Occupation is proposed to be located entirely within my/our: [] Dwelling or [] Accessory Building.

3) Total square feet in Dwelling: _____.

4) Total square feet within Dwelling to be used for the Home Occupation: _____.

5) Total square feet in Accessory Building: _____.

6) Total square feet in Accessory Building to be used for proposed Home Occupation: _____.

7) Do you or will you be storing any materials or keeping any equipment or vehicles relating to the business on the property outside of the dwelling? [] Yes or [] No. If yes, describe: _____

8) Does the Owner of the proposed Home-based Business live in the dwelling on the premises? [] Yes or [] No

9) How many employees will be working on the premises, including the Owners/Occupants of the Business? _____

10) Will the proposed business require construction or placement of new buildings or structures? [] Yes or [] No.

11) Explain the extent of improvements below and attach an Application for Zoning Permit and a Site Plan prepared in accordance with Section 509 as applicable: _____

(Note: The Applicant must provide a Site Plan in accordance with the Perquimans County Zoning Ordinance, Section 509, Site Plan Required. Certain site improvements may require more detailed drawings and permits from other agencies for storm drainage, installation of water mains, traffic circulation, etc. Standard Home Occupations may use "Guidelines for Submitting a Site Plan – Residential" (see instructions for Zoning Permit), provided the square footages of the dwelling and home-based business are both clearly labeled.

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GENERAL REQUIREMENTS

Read and initial prior to issuance of permit

1) I understand that the occupation or profession may be carried on entirely within a dwelling or accessory building on the same lot by one or more occupants thereof, providing the following:

_____ The business or profession is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the essential residential character or appearance of the dwelling or accessory building.

_____ That no more than _____ percent (_____ %) of the total floor area of my/our dwelling is to be used for the Home Occupation or that it will be confined to the accessory building as drawn and depicted on the attached Site Plan;

_____ The maximum floor space in the residence which can be utilized by this business shall be _____ square feet (less than _____ percent of the total gross floor of the dwelling unit).

_____ That there is no outside display or window display;

_____ That no mechanical or electrical equipment is installed or used other than is normally used for domestic, professional, or hobby purposes, or for infrequent consultation or emergency treatment.

2) I understand that this home occupation must also meet the following conditions:

_____ All material storage shall be contained within area designated on Site Plan. No outdoor display allowed.

_____ Signs are permitted separately therefore I must obtain a separate Sign Permit in accordance with Section 2024 (e) or (f) of the Zoning Ordinance prior to erecting any sign for the proposed Home Occupation.

I (We), the undersigned, do hereby respectfully apply for a Home Occupation/Zoning Permit for the proposed home-based business as described herein. I/We understand that it is my/our responsibility to ensure compliance with any CAMA requirement as regulated by the North Carolina Division of Coastal Management and with any private deed restriction, covenant, etc., as applicable. I (we) agree to conform to all applicable County regulations, State laws and the conditions of the Building Permit and Home Occupation Permit. I/We further affirm that all information given herein is true and authorizes County staff to enter into the property to ensure all applicable rules and regulations are being met. The undersigned further agree(s) that if any statement contained in this Application for Home Occupation Permit changes that the undersigned will notify the Perquimans County Planning & Zoning Office within three days after the change occurs. I (We) understand that a change in the Application could result in noncompliance with the Zoning Ordinance and revocation of this Home Occupation Permit as otherwise permitted.

Signature of Applicant/Occupant Date

Signature of Property Owner* Date

Date: _____

Date: _____

***If Applicant/Occupant is a Tenant/Renter, this Application must be signed by both Applicant and Property Owner.**

To be Completed by the County - Lot creation date: _____

MAP NO. _____ BLOCK NO. _____ LOT NO. _____ ZONE _____

Principal Building: Primary Front _____; Secondary Front (corner) _____; Rear _____; Interior Side _____

Accessory Building: Primary Front _____; Secondary Front (corner) _____; Rear _____; Interior Side _____

Approved:

Planning and Zoning Administrator

Date

Permit Number

Additional County Comments:

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Excerpts of Perquimans County Zoning Ordinance:

“Home Occupation (Standard): Any occupation or profession carried on entirely within a dwelling or accessory building on the same lot by one or more occupants thereof, providing the following: provided that the home occupation use is clearly subordinate to the use of the principal residential structure for residential purposes and limitations are prescribed through the Conditional Use Permit process to insure against the growth of the home occupation into a commercial or industrial enterprise. The Planning and Zoning Administrator shall issue a Zoning Permit for a standard home occupation in the RA Zone without a Conditional Use Permit provided that the Applicant agrees to certain limitations on notarized forms provided by the Planning and Zoning Administrator, as follows:

- A. That such use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the essential residential character or appearance of the dwelling or accessory building;
- B. That no more than twenty-five percent (25%) of the total floor area of the dwelling is used for such purposes;
- C. That there is no outside or window display;
- D. That no mechanical or electrical equipment is installed or used other than is normally used for domestic, professional, or hobby purposes, or for infrequent consultation or emergency treatment.”

“Home Occupation of an Industrial or Commercial Nature: A home occupation in a rural area that may be of a heavier commercial or industrial nature than a typical home occupation, provided that the home occupation use is clearly subordinate to the use of the principal residential structure for residential purposes and limitations are prescribed through the Conditional Use Permit process to prevent incompatible processes normally associated with commercial or industrial uses from adversely impacting adjacent or nearby residential uses or districts. The business owner resides on the premises, but the amount of the floor area used and the type of equipment used may be different than the standard home occupation and more than one person not a resident of the dwelling may be employed. Such home occupations may include commercial or industrial uses listed in the Table of Uses.”