

## HOME OCCUPATION PERMIT

Type: Please check one:       Neighborhood       Rural (Requires 3 ac minimum)

(1) Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Ph: (H) \_\_\_\_\_

(W) \_\_\_\_\_

(M) \_\_\_\_\_

(2) Landowner Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Ph: (H) \_\_\_\_\_

(W) \_\_\_\_\_

(M) \_\_\_\_\_

**(If applicant is different from landowner, please provide signed legal representation authorization form)**

(3) Property Identification:

911 Address \_\_\_\_\_

\_\_\_\_\_

Township \_\_\_\_\_

Flood Map # \_\_\_\_\_

Watershed \_\_\_\_\_

Deed Book \_\_\_\_\_ Page \_\_\_\_\_ Year \_\_\_\_\_ Plat Book \_\_\_\_\_ Page \_\_\_\_\_

Parcel # \_\_\_\_\_

Zoning District \_\_\_\_\_

Acreage \_\_\_\_\_

Flood Zone \_\_\_\_\_ (2-7-2007)

(4) Directions to Property \_\_\_\_\_

(5) Describe the type of occupation/business to be operated from the property. Also list any equipment to be used in the occupation. \_\_\_\_\_

(6) Will non-resident employees be using the property to work or to gather materials and/or tools of the trade?  Yes how many? \_\_\_\_\_  No

(7) Will the business be carried on inside the  residence or in an  accessory building? If accessory building, what is the total square footage? \_\_\_\_\_ **(Please provide a site plan detailing the location of the building from all property lines and access)**

(8) Will the general public be coming to the property to receive services or purchase product from this business?  Yes  No

(9) If #6 and #8 are yes, how many parking spaces will be provided and where will they be located? \_\_\_\_\_

(10) Will the occupation be advertised by a sign? \_\_\_\_\_

(11) If the answer to # 10 is yes, where will the sign be located? **(Note: Signage must be no larger than 4 sq. ft. and must be located outside the NCDOT right-of-way on the**

same property with the home-based business) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(12) Will there be any noise, glare, vibration, odors, or electrical interference associated with your home occupation? \_\_\_\_\_

(13) If the answer to # 12 is yes, please describe noise, etc. and how it will be controlled so it will not be a nuisance. \_\_\_\_\_  
\_\_\_\_\_

This permit is valid only as long as the use meets the provisions for home occupations specified in the Zoning Ordinance and may be revoked any time the use does not meet the provisions of the Zoning Ordinance or other applicable ordinances. The permit is not transferable.

**In addition to compliance with the Chatham County Zoning Ordinance regarding operating a home-based business/home occupation, I understand I may also be required to comply with other local, state, or federal laws, rules, ordinances that pertain to the operation of this business/occupation BEFORE beginning said business/occupation.**

I hereby certify that I am making application for the landowner or myself and that the statements given are true to the best of my knowledge. **Please return this permit to the Planning Department in person along with a \$100.00 fee.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Landowner (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
To be completed by the Planning Department.

Granted \_\_\_\_\_ Denied \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Planning Department: \_\_\_\_\_

Date \_\_\_\_\_

.....  
NCDOT Approval  Yes  No

Rcv'd \_\_\_\_\_

Chatham County Environmental Health Approval  Yes  No

Rcv'd \_\_\_\_\_

Chatham County Building Inspections Approval  Yes  No

Rcv'd \_\_\_\_\_

Chatham County Fire Marshal Approval  Yes  No

Rcv'd \_\_\_\_\_

Chatham County Erosion Control Approval  Yes  No

Rcv'd \_\_\_\_\_

Chatham County Stormwater Approval  Yes  No

Rcv'd \_\_\_\_\_