HOME OCCUPATION PERMIT APPLICATION

Complete this application in compliance with Article XI Section 11-4.42 of the Unified Development Ordinance. In order to ensure that the proposed business operation and land use are permissible and all development standards comply with City regulations, the applicant is recommended to review the City of Elizabeth City’s Home Occupation Ordinance; the Ordinance may be accessed at http://www.cityofec.com.

The Home Occupation Permit application fee is $100.00. This does not include the cost of the business registration, sign permit or construction permits. All fees are charged per application, and are non-refundable and non-transferrable once the application has been processed. Applications will not be reviewed unless fees have been paid in full. Applications are not accepted via facsimile or email. Submit the completed permit application and Business Registration application, along with supporting documents, and fees to the City of Elizabeth City Planning Department via delivery or U.S. Mail. Allow at least 3-5 business days for review and processing of all applications.

Depending on the nature of your business operation and land use, a prospective proprietor may require additional review and authorization from City and non-City agencies before being issued a Home Occupation Permit and Business Registration. For more information, consult the City of Elizabeth City Customer Service New Business Guide or by calling the Customer Service Division (252) 338-3981.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION
INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT
INDICATE ‘NOT APPLICABLE’ OR ‘N/A’ WHERE APPROPRIATE

PETITION/FILE NO. _____________________________
RECEIVED ________________________________
NOTIFICATION ________________________________
PICK-UP ________________________________
AMT PAID ______________ CHECKNO.__________
DEPARTMENT REVIEW
Review Date __________
Staff Decision (Initial)
_____ APPROVED
_____ DENIED

To submit this application electronically please email to planneroftheday@cityofec.com. The application will not be processed until payment is received.

Mailing Address: PO Box 347 Elizabeth City, NC 27907
## SECTION A – APPLICANT INFORMATION

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<thead>
<tr>
<th>Business Owner’s/Applicant’s name</th>
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<th>Name of Business</th>
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<th>Physical address of the property</th>
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<tr>
<th>Tax Map/PIN</th>
<th>Land Owner Name/Entity</th>
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<th>Daytime Telephone Number</th>
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<th>Applicant’s Signature</th>
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## SECTION B – OCCUPATION & PROPERTY INFORMATION

1. Does the owner of the business live in the dwelling on the premises? ___ Yes ___ No

2. Total square feet in dwelling: _____________

3. Total square feet used in business: _____________

4. Are there or will there be any signs on the property advertising your business? ____ Yes _____ No

5. 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 ____ No

   If yes describe: ____________________________________________________________

6. Excluding you, the applicant, how many employees will be working on the premises? _______

7. How many parking spaces are available on the property (do not include on-street parking in your calculation)? Typical parking spaces measure 9’x18’ ______________________________________

8. Current Zoning Classification of the property: ______________________________________


10. Standard Industrial Classification (SIC) Code: __________________________________________

11. For Child and Adult Daycare Operations, complete the following:

   a. Indicate the type of daycare facility (Child or Adult):______________________________

   b. Number of clients to be served: ________________

   c. Has fencing been installed around any and all outdoor play areas? _____Yes _____No
Please note the City of Elizabeth City Development Standards Fence Regulation for residential properties, Section 11-5.1.

12. For Barber/Beauty Salon Operations, complete the following:

  a. How many barbers, stylists, and/or technicians will be employed? ________
  b. How many chairs and/or work stations will be located at the business? ________

13. For Food Service Operations, complete the following:

  a. Have you contacted the Elizabeth City Department of Public Utilities regarding the Fats, Oils, and Grease Disposal program? ____ Yes ____No

      If yes, provide documentation that the business location has been inspected and approved by the Sanitation Superintendent.

  b. Have you contacted the Albemarle Regional Health Division of Environmental Health Services or NC Department of Agriculture and Consumer Services Food and Drug Protection Division regarding your food service operation? ____ Yes ____ No

      If yes, provide documentation that the business location has been inspected and approved by the respective agency.

SECTION C – GENERAL REQUIREMENTS

PLEASE READ AND INITIAL PRIOR TO SUBMITTING APPLICATION

1) I understand that the business I am proposing as a home occupation must meet the following general conditions:

   ___ The business is to be conducted entirely within a dwelling unit where I reside.
   ___ The business is to be conducted without any significantly adverse impact on the surrounding neighborhood.
   ___ No goods, stock-in-trade, or other commodities are to be displayed.
   ___ No on-premises retail sales, except for goods made on the premises, are allowed.
   ___ Not more than one (1) person not a resident on the premises is to be employed in connection with this business.
   ___ The business is not to create any objectionable traffic, noise, fumes, odor, dust or electrical interference.
   ___ The maximum floor space in the residence which can be utilized by this business shall be ________ square feet (less than 25% of the total gross floor of a dwelling unit).

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

   ___ All material storage shall be contained within the designated area. No outside storage is allowed.
Additional parking at the residence as a result of the home occupation is prohibited, unless the Planning Director approves additional spaces accordingly to specific need.

3) We strongly recommend that the applicant review any and all Home Owners Association covenants and/or deed restrictions governing land use in their particular subdivision. While the City of Elizabeth City does not enforce civil matters, we urge each applicant to fully investigate all aspects of the use of their residence for a Home Occupation. In case of the applicant being a renter, the application is to be signed by both the applicant and the owner of the property.
I, ______________________________________________________ (LANDOWNER’S NAME) am the owner of the property located within the Elizabeth City planning jurisdiction at:

Street Address: ___________________________________________________________

I hereby authorize ________________________________________________ (OWNER OR APPLICANT’S NAME) to apply with my consent for a HOME OCCUPATION PERMIT at the above noted location. I understand the business is not to be in operation until a HOME OCCUPATION PERMIT and Privilege License has been issued. I authorize the applicant to present this matter in my name as the owner of the property. I hereby authorize City Officials to enter my property to conduct relevant site inspections as deemed necessary to process the application. All information submitted and required as part of the approval process shall become public record. I, as the land owner, hereby CERTIFY THAT THE INFORMATION CONTAINED HERIN IS TRUE TO THE BEST OF MY KNOWLEDGE; AND BY ACCEPTING THIS permit (if approved) shall in every respect conform to the terms of this application and to the provisions of the Statutes and Ordinances regulating development in City of Elizabeth City. Any VIOLATION of the terms above stated immediately REVOKES this Permit and the maximum penalties allowed by law may apply to me, the applicant, and/or my agent. If there are any questions, you may contact me at:

Street Address: ___________________________________________________________
City/State/Zip Code: _______________________________________________________
Phone Number: ___________________________________________________________
Email Address: ___________________________________________________________
Owner’s Signature: _______________________________________________________

Sworn to and subscribed before me, this the _____ day of ____________, 20____.

[SEAL]

Notary Public
My commission expires: ______________________
11-4.42 Home Occupation

(A) Where Required
R-6, R-8, R-10, R-15, AD, RMH, CB, O&I, NB, CMU, and PUD districts.

(B) Maximum Area
The area set aside for a home occupation shall occupy no more than 25 percent of the gross floor area of a dwelling unit.

(C) Outside Storage
No outside storage or display of items associated with the home occupation is permitted.

(D) Operation
1. The home occupation must be conducted entirely within a dwelling unit. 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 or outside appearance of the residence.
2. Permitted home occupations include, but are not limited to: typing services, telephone sales, barber/beauty services, doctor/dentist office, architects, insurance agency, lawyer, real estate broker, teacher, accountants, child or adult day care (5 or fewer persons), food catering, tailoring, and handcrafting, etc.
3. No on-site retail sales, except for goods made on the premises, are allowed.
4. No goods, stock-in-trade, or other commodities shall be displayed.
5. Only 1 person may be employed who is not an occupant of the residence.
6. Activities shall not generate traffic, noise, vibration, glare, fumes, odors, or electrical interference beyond what normally occurs in the zoning district in which it is located. No home occupation shall involve the use of electrical or mechanical equipment that would change the fire rating of the structure in which the home occupation is located.
7. Instruction in music, dancing, art, or similar subjects shall be limited to no more than 5 students at one time.

(E) Signs
There may be one unlighted sign erected, not to exceed three feet in height and three feet in sign area.

(F) Parking
The number of off-street parking spaces required shall comply with Section 11-2 Et. Seq. However, if the Planning Director determines that the number of parking spaces required is excessive for a particular home occupation, he may reduce the number of required parking spaces accordingly. Off-street parking spaces can be located in all yards; however, no more than 50 percent of the yard can be utilized for parking.