



## Town of Holly Springs

# Home Occupation Registration Packet

Department of Planning & Zoning • 128 S. Main Street • P.O. Box 8 • Holly Springs, NC 27540 • (919) 557-3908 • (919) 557-2067 fax • HSPlanning@hollyspringsnc.us

### **SUBMITTAL REQUIREMENTS:**

---

1. The full procedures can be found in the Town of Holly Springs Development Procedures Manual.
2. Only complete submittals will be processed. The following items are required in order for your application to be deemed complete:
  - Home Occupation Registration Application (Signed)
  - Processing Fees (make check payable to: Town of Holly Springs)
  - (3) Sets of Site Drawing/ House Plan depicting total area used for home occupation

### **PERMITTED HOME OCCUPATIONS:**

---

In accordance with UDO Section 2.08, C., 3., the following use if in compliance with the specific UDO regulations qualify as a permitted home occupation: (list is not all inclusive)

- a. Artist's, Musician's or Writer's Studio.
- b. Barber / Beauty Shop (limited to no more than one (1) client at a time).
- c. Cake Making or Decorating (not a catering or commercial bakery facility).
- d. Dressmaking, Millinery, Sewing or Tailoring.
- e. Home School, including Cottage Schools.
- f. Personal Chef. [Added Ordinance #06-15]\*
- g. Personal Office for a(n):
  - Accountant;
  - Architect;
  - Broker;
  - Consultant;
  - E-Commerce Business Office. [Added Ordinance #06-15]\*
  - Engineer;
  - Insurance Agent;
  - Lawyer;
  - Notary Public;
  - Planner,
  - Real Estate Agent;
  - Sales Representative.
- h. Photography Studio (limited to not more than one (1) client at a time). [Amended Ordinance #06-15]\*
- i. Teaching or Tutoring, including musical instruments or dance, when limited to one pupil at a time.
- j. Other uses that comply with the intent and conditions set forth above in this Section.

## **PROHIBITED HOME OCCUPATIONS:**

---

In accordance with UDO Section 2.08, C. 2., the following uses, by the nature of the investment or operation, have a pronounced tendency, once started, to rapidly increase beyond the limits specified above for *home occupations* and impair the use, value and quiet enjoyment of adjacent residential properties.

***Therefore, the uses specified below shall not be permitted as home occupations:***

- a. Antique, Book or Gift Shop.
- b. Appliance Repair, large or small.
- c. Auto/Vehicle Repairs, major or minor.
- d. Bicycle Repair or Service. [Amended Ordinance #06-15]\*
- e. Catering. [Added Ordinance #06-15]\*
- f. Commercial Bakery Facility. [Added Ordinance #06-15]\*
- g. Dance Studio.
- h. Dental Office or Clinic.
- i. Freight, Trucking or Shipping.
- j. Lawn Mower Repair or Service.
- k. Medical Office or Clinic.
- l. Painting of Vehicles, Trailers, Boats, etc.
- m. Photo Developing.
- n. Private Schools with Organized Classes.
- o. Restaurants, Eating or Drinking Establishments.
- p. Upholstering.
- q. Television or Radio Repair.
- r. Tool or Equipment Rental.
- s. Tooling, Welding or Machine Shop.
- t. Veterinary Clinic, Kennel, or Stable.
- u. Any use not in compliance with the intent and conditions set forth in this Section.

## **VIOLATION OF HOME OCCUPATION REGULATIONS:**

---

Violations of the Home Occupation regulations are subject to the Enforcement provisions of the Town of Holly Springs Unified Development Ordinance.

## **ADDITIONAL INFORMATION:**

---

Additional permits may be required the Town of Holly Springs Building Code Enforcement Department should the home occupation allow for clients to visit the home. For more information please call the Town's Building Code Enforcement Department at (919) 557-3915.

A privilege license is required in order to conduct business within the Town of Holly Springs jurisdiction. For more information please call the Town's Finance Department at (919) 557-2923.



# Town of Holly Springs

## Home Occupation Registration Application

Planning & Zoning Use Only:

# \_\_\_\_\_ - HO - \_\_\_\_\_

Please print responses in blue or black ink or typewrite. If not applicable, mark N/A

### GENERAL INFORMATION

**A. Property Location** (Street Address or closest intersection.): \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

**Real Estate ID #:** \_\_\_\_\_ **PIN:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

Within Corporate Limits of Holly Springs     Within Holly Springs ETJ     Pending Annexation

**B. Home Occupation/Business Name:** \_\_\_\_\_

**C. Property Owner/Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Tel No.:** \_\_\_\_\_ **Day Time Tel No.:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

### HOME OCCUPATION INFORMATION

a. What type of Home Occupation is proposed? \_\_\_\_\_

b. Do you have any employees other than residents of the dwelling?  Yes  No

If yes, How many? \_\_\_\_\_ If yes, at what time of day will they be at your dwelling? \_\_\_\_\_

c. Will you have customers come to your dwelling?  Yes  No

If yes, average number per day? \_\_\_\_\_ If yes, average number at one time? \_\_\_\_\_

If yes, at what time of day will they be at your dwelling? \_\_\_\_\_

d. Does your business require the use of vehicles?  Yes  No

If yes, How many? \_\_\_\_\_ If yes, what type of Vehicle? \_\_\_\_\_

If yes, will they be parked in an enclosed building?  Yes  No

If yes, do you have any company information (signs) on the vehicle?  Yes  No

If yes, what is the size of the signs on the vehicle? (provide square footage of the sign) \_\_\_\_\_

e. What is the total Square Footage (S.F.) of your dwelling? \_\_\_\_\_ S.F.

What is the total area of the **dwelling** to be utilized for the Home Occupation? \_\_\_\_\_ S.F.

f. Will any type of Electrical, Plumbing or Mechanical work or equipment be required in conjunction with the Home Occupation?  Yes  No If yes, please specify: \_\_\_\_\_

All electrical, mechanical or plumbing work in conjunction with the installation of electrical equipment is to be done under a separate electrical permit from the Town of Holly Springs Building Inspections Department.

g. Does your Home Occupation require deliveries to the dwelling?  Yes  No

If yes, at what time of day will they be at your dwelling? \_\_\_\_\_

---

**REQUIRED CONDITIONS**

---

Home occupations shall be permitted in all residential districts subject to the following conditions:

- a. Home occupations shall be limited to: (i) family members residing within the dwelling and who make the dwelling their primary place of residence; and, (ii) a maximum of one non-resident employee.
- b. The use of the dwelling unit for the home occupation shall be incidental and subordinate to the use for residential purposes by the occupants. No more than twenty (20) percent of the gross floor area of the dwelling unit shall be used in the conduct of the home occupations.
- c. There shall be no structural alterations to the interior of the dwelling to accommodate a home occupation which would render the dwelling undesirable for residential use.
- d. There shall be no structural additions, enlargements or exterior alterations changing the residential appearance of the dwelling or the lot or other visible indications of the conduct of the home occupation.
- e. There shall be no additional or separate entrance to the dwelling for the purpose of conducting the home occupation.
- f. There shall be no internal or external alterations, construction features, or use of electrical or mechanical equipment which would change the fire rating of the structure.
- g. There shall be no outdoor storage of any kind related to the home occupation.
- h. All aspects of the home occupation shall be conducted within the dwelling structure in which the occupant makes his/her residence. No home occupation shall be conducted in any detached accessory building.
- i. There shall be no traffic generated by a home occupation which is greater in volume than that which would be normally expected in the residential area in which the home occupation is located.
- j. There shall be no equipment or process used in the home occupation which creates noise, vibration, glare, smoke, fumes, odors, or electrical interference detectable to the normal senses at any point beyond the lot line in such a manner as to annoy, disturb, frighten or otherwise interfere with the use and quiet enjoyment of adjacent properties, or which creates water usage or the production of sewage other than domestic in nature.
- k. There shall be no electrical or mechanical equipment utilized in the home occupation which will create any visual or audible interference with radio or television reception or which will cause fluctuations in line voltage off the premises.
- l. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises other than vehicles normally associated with residential home delivery (i.e., postal or united parcel vehicles).
- m. The dwelling shall not be altered in its appearance and the home occupation shall not be conducted in such a manner as to differentiate the dwelling from the residential character of the area by either use of colors, materials, construction, separate entrances, lighting, signs or other means.

---

**I HEREBY CERTIFY that the above information is true and correct and that I am aware of the requirements governing Home Occupations as stated in the Town of Holly Springs Unified Development Ordinance (UDO) and that I will comply to all applicable regulations. Failure to do so will subject me to violation of the Town Ordinance and possible fines.**

---

**OWNER'S AUTHORIZATION**

---

| <i>Owner's Signature</i> | <i>Date</i> |
|--------------------------|-------------|
|                          |             |

---

**Planning & Zoning Use Only:**

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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

---