



<input type="checkbox"/> Approved
<input type="checkbox"/> Denied (See Comments)
Staff: _____
Date: _____
Project #: _____

CITY OF JACKSONVILLE, NC Home Occupation Application

Name of Business _____

Owner of Business _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

ALL OWNERS OF A HOME OCCUPATION MUST ABIDE BY THE FOLLOWING SECTION OF THE CITY OF JACKSONVILLE UNIFIED DEVELOPMENT ORDINANCE.

Section 4.3 C 7 Home Occupations.

Home Occupations

This subsection authorizes the establishment of home occupations that are incidental and customarily subordinate to principal uses. The City of Jacksonville recognizes the desire and/or need for some citizens to use their residence for limited occupational purposes. The City believes that the need to protect the integrity of residential areas is of paramount concern and therefore any use of a residential structure for occupational purposes must be found to be compatible, incidental, and in harmony with the residential neighborhood. A "home occupation", should therefore protect the residential areas from any adverse impacts which could result from the utilization of the residence for occupational purposes by the occupant of the residence. Because a home occupation is a form of limited commercial activity typically occurring within an area zoned residential, these regulations are established to clearly protect the residential neighborhood and ensure that the proposed occupational activity within the residence is in keeping with the primary use of the neighborhood for residential purposes. In order for a home occupation permit to be issued by the City, the following conditions shall be met. These conditions are the minimum conditions the City shall impose. The Development Services Director or his/her designee is authorized to add additional conditions that are deemed necessary in order to protect the residential character and use of the neighborhood:

- a) No home occupation will be permitted on property that was previously denied for rezoning to a commercial district within the previous twelve (12) months;

- b) Occupational activities shall be clearly secondary and incidental to the primary use of the property as a residence and does not change the character or outside appearance of the residence;
- c) Shall be requested by a person that currently occupies the structure as their primary residence;
- d) The property contains no outdoor display or storage of goods, equipment (excludes motor vehicles and/or enclosed trailers), or services that are associated with the home occupation;
- e) No person(s) other than the resident(s) of the dwelling shall be employed on-site or report to work at the site in the conduct of the home occupation. This prohibition also applies to independent contractors;
- f) There shall be no exterior evidence of the conduct of a home occupation;
- g) Home occupations shall be conducted in a fully enclosed area. The total square footage of the home occupation(s) shall not occupy over twenty five percent (25%) or 500 square feet, whichever is less of the total combined floor space. No portion of a home occupation shall be conducted outside;
- h) The home occupation does not create noise, vibration, odor, glare, fumes, or electrical or communications interference which can be detected by the normal senses off the premises, including visual or audible interference with radio or television reception;
- i) On-site sales shall be limited to products related to the services provided by the home occupation;
- j) A home occupation shall not create a measureable increase in traffic within the neighborhood as determined by the Development Services Director or his/her designee;
- k) All vehicles used in connection with the home occupation shall be no larger than the size of a vehicle customarily found at a single family residence, and located on the premises in such a manner, so as to not disrupt the quiet nature and visual quality of the neighborhood. The home occupation shall not result in the increase in any parking areas either paved or unpaved whether on the property or on the right of way;
- l) No home occupation shall result in an increase of garbage being disposed of beyond the volume normally disposed of for the residential use;

- m) A permit for a home occupation is valid for only the original applicant and is not transferable to any resident, address or any other occupation. Upon termination of the applicant's residency, the home occupation permit shall become null and void;
- n) The home occupation shall not be constructed or established prior to the time the principal structure is constructed or established;
- o) On-site training and sales promotions regardless of fees are specifically prohibited. This shall include social gatherings to promote the home occupation;
- p) No signs shall be permitted; and
- q) The City reserves the right to enter into the premises with the owner's consent from time to time to document that the home occupation is being operated within the guidelines established by this code. The City also has the right to enter the premises and inspect the premises for safety and compliance purposes with the consent of the owner. Failure of the owner to consent to an investigation/inspection of the property could result in the suspension of the home occupation license and eventual termination thereof.

****DISCLAIMERS****

Your home occupation may require review and/or permitting from the following agencies if it involves food preparation:

**Onslow County Environmental Health
US Department of Agricultural**

If changes to home are involved with Home Occupation such as but not limited to Beauty Parlor, Barbershop, Catering, etc you will need to obtain a Building Permit and/or review from the above mention food agencies.

Other types of Home Occupations may require review/permitting/licensing from any of the following agencies:

ATF – Bureau of Alcohol, Tobacco, Firearms, and Explosives (i.e. internet gun sales, gunsmithing)

NC Dept. of Health and Human Services – Children and Youth Division (i.e. in-home daycare, afterschool care)

Jacksonville Police Department must review all in-home Massage Therapy applications to determine license status, and that the establishment will meet all applicable City Codes.

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THESE LINES

Zoning of property _____

Approved By _____ Date _____

Comments: _____

