

TOWN OF HOLLY SPRINGS HOME OCCUPATION

DPM Appendix #A.13
Supplement #18
April 2022



General Information

The intent of regulations governing Home Occupations is to insure compatibility of home occupations with other permitted uses and with the residential character of the district and neighborhood in which the home occupation is located.

A preliminary consultation with Development Services may be scheduled by contacting the Department at (919) 557-3908.

FOR MORE INFORMATION:

Current Fee Schedule:

www.hollyspringsnc.us/2170/Development-Services

Review Process: Town of Holly Springs UDO Chapter 11

Regulations: Town of Holly Springs Unified Development Ordinance – Section 3.4.2.K.

Submittal Requirements

Only complete submittals will be processed. The following items must be submitted in order for your application to be deemed complete.

- Home Occupation Registration Application (signed)
- Processing Fees (make check payable to: Town of Holly Springs)
- Site Drawing / House Plan depicting total area used for the home occupation

Permitted Home Occupations:

In accordance with UDO Section 3.4.2.K, typical permitted Home Occupation activities include office uses, personal services, education uses, and retail uses (online only), including the fabrication of goods and artisanal activities.

Home Occupations with Clients Visiting the Home

Certain businesses may require clients to visit the Home. These businesses are required to be in compliance with the American Disabilities Act and require additional permits from Development Services, Building Safety & Inspections. Please contact them at (919) 557-3915.

Special Requirements:

Family Child Care Homes must adhere to additional requirements. These requirements are found in UDO Section 3.4.2.G.

Violation of Home Occupation Regulations:

Violations of the Home Occupation regulations are subject to the Noncompliance & Enforcement provisions of the Town of Holly Springs Unified Development Ordinance, Chapter 12.

HOME OCCUPATION



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
www.hollyspringsnc.us/2170/Development-Services

General Information

Project Location _____
Use street address. If none, use the closest intersection

PIN _____ Real Estate ID _____

Zoning _____ Subdivision _____

For DS Use Only

Type _____

CV # _____

Fees Paid \$ _____

Date Received _____

Business Information

Business Name _____

Scope of Business _____

Petition Contact Information (complete each contact in its entirety- please print or type)

Project Applicant/Contact (check one) Owner Other _____

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ Alt. Telephone# () _____

Fax# () _____ E-Mail _____

Property Owner(s) if different than Applicant/Contact

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ Alt. Telephone# () _____

Fax# () _____ E-Mail _____

Home Occupation Registration & Required Conditions

Employees:

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? _____

Customers:

Will you have customers, clients or patrons 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? _____

Vehicle Use:

Does your business require the use of vehicles? Yes No

If yes, how many? _____ If yes, what type of Vehicle? _____

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) _____

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

Dwelling Information: (Attach a site plan/house layout clearly indicating area for home occupation)

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.

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 Development Services.

Deliveries:

Does your Home Occupation require deliveries to the dwelling? Yes No
If yes, at what time of day will they be at your dwelling? _____

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

1. Home occupations are limited to: (i) family members residing within the dwelling unit and who make the dwelling unit their primary place of residence; (ii) a maximum of one non-resident employee.
2. The use of the dwelling unit for a home occupation shall be incidental and subordinate to the use for residential purposes by the occupants. No more than 10% of the gross floor area of the dwelling unit shall be used in the conduct of the home occupation.
3. There shall be no structural additions, enlargements or exterior alterations changing the residential appearance of the dwelling unit or the lot or other visible indications of the conduct of the home occupation.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

Owner's Authorization

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 Signature

Date

Department of Development Services Action

Approved Denied

Date

Signature of Town of Holly Springs Authorized Agent
