



HOME OCCUPATION APPLICATION

DPM Appendix #A.13 Supplement 20 March 2024

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 Homeowner's Association may have additional regulations apart from the Town of Holly Springs.

The NC Department of Agriculture & Consumer Services has additional regulations and permits required for a home-based food business. Additional information can be found on their website here: [Starting a Food Business | NC Agriculture](#).

Contact a Planner for a preliminary consultation before submitting this application by calling (919)577-3111 or emailing dspermitting@hollyspringsnc.gov.

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 business 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)577-3111.
- 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](#).

Submittal Requirements

All items listed are required for a complete submittal. Incomplete submittals will be rejected and delay the process.

Submit the following items via the [Portal](#).

- Completed and Signed Home Occupation Application
- Site plan/House plan depicting total area used for the home occupation

Once your submittal is deemed complete and accepted, staff will send you a confirmation and advise that submittal fees (if applicable) are available for payment in the [Portal](#).



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For questions about your submittal, please reach out to dspermitting@hollyspringsnc.gov

PETITION CONTACT INFORMATION (Attach additional sheets if needed)

Applicant and Financially Responsible Party will need to register for an account on the [Portal](#)

Project Applicant Check One: Owner Owner's Agent Other

Name:	Company:
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Mailing Address:

City, State, Zip:

Telephone:	E-Mail:
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REQUIRED: Property Owner(s) if different from Applicant/Contact (Attach additional sheets if needed)

Name:	Company:
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Mailing Address:

City, State, Zip:

Telephone:	E-Mail:
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PROPERTY INFORMATION

Project Location	
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Use street address.

If none, use closest
intersection

<input type="checkbox"/> Within Corporate Limits	<input type="checkbox"/> Within Holly Springs ETJ
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Pending Annexation

BUSINESS INFORMATION

Business Name:	
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Scope of Business (Attach additional sheets if needed):



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HOME OCCUPATION REGISTRATION & REQUIRED CONDITIONS

Please complete the following fields

EMPLOYEES

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

If yes, answer the following:

How many employees:

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, answer the following:

Average number per day:

Average number at one time:

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, answer the following:

How many vehicles:

What types of vehicles:

Do you have any company information (signs) on the vehicle? Yes No

What is the size of the signs on the vehicle (provide square footage):

Will the vehicle(s) 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 (SF) of your dwelling:

What is the total area of the dwelling to be utilized (SF):

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 equipment is to be done under a separate permit.

DELIVERIES

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

If yes, what time of day will they be at your dwelling:



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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 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.

Signature of Owner:

Date: