

HOME OCCUPATION PERMIT

ROCKY MOUNT
DEVELOPMENT SERVICES
THE CENTER OF IT ALL



Street address of residence:		Email:	
Name of Applicant:			
Type of occupation:			
Property Owner(s):			
Applicant Mailing Address:			
City:	State:	Zip Code:	Daytime Telephone:
Total square footage of dwelling unit: _____ Total square footage to be used for home occupation: _____ (include all areas for phone, filing, etc.)			
Number of employees not living in the Home Occupation dwelling unit: _____			
Number of parking spaces to be used by the Home Occupation in addition to the those used for residential purposes: _____ (Submit layout of property indicating parking area and number of spaces)			
Please give a detailed description of the business activity which will take place at the dwelling unit:			

Application fee of \$50.00 due upon approval.

Before signing this application, please read the attached Section 503, Home Occupation Regulations. By signing this form, you agree to adhere to Section 503.

Applicant Signature: _____ Date: _____

(Do not write below this line. For office use only.)

Date Received: _____ by: _____	Approved: ____ YES ____ NO
Officer Authorized Signature: _____ Date: _____	
Fee of \$ _____ paid on _____ Staff Initials _____	

Revised 12/19

HOME OCCUPATION PERMIT



HOME OCCUPATION REGULATIONS

City of Rocky Mount Land Development Code Section 503C.13

- a. Only members of the family residing on the premises and one (1) nonresident employee shall engage in the home occupation;
- b. The home occupation shall be clearly incidental to the primary use as a residence. The home occupation use shall not exceed twenty-five (25) percent of the floor area of the livable portion of the dwelling or five hundred (500) square feet, whichever is less, except for child or adult care (home occupations), and room and/or board operations, all of which are not subject to the floor area limitation. Room and/or board operations may provide lodging for no more than three (3) persons. Internal alterations or construction modifications not customary in dwellings shall be prohibited. Exterior modifications to the dwelling to accommodate the home occupation shall be prohibited;
- c. There shall be no trade or display of merchandise carried on inside or outside of the dwelling. No outside storage shall be used in connection with the home occupation. Any storage of wholesale or retail stock or materials used in conjunction with the home occupation shall not exceed twenty (20) percent of the area devoted to the home occupation, shall be stored totally within the dwelling or inside an accessory structure, and shall be out of view from the street and neighboring properties;
- d. No external evidence of the operation of the home occupation shall be displayed or created outside the building or displayed through means of windows or openings in the structure except for one (1) unanimated, non-illuminated accessory identification sign no greater than one (1) square feet, placed flat against a wall or door or displayed in a window, one (1) sign for each street on which the building is located;
- e. Parking associated with the use shall be on site and in the rear yard;
- f. No occupation shall be permitted that in combination with the associated residential use generates more than the average of eighteen (18) daily vehicle trips (ADT) per day, as specified in the Institute of Traffic Engineer's Trip Generation Manual for trips per residence;
- g. No goods, products or commodities bought or secured for the express purpose of resale on-premises shall be sold at retail or wholesale on the premises. Distributor home occupations providing home pick-up or infrequent product demonstrations primarily for associated distributors on site are permitted;
- h. No machinery that causes noises or interference with radio or television reception shall be permitted;
- i. No hazardous materials may be manufactured, stored, processed or disposed of on the premises;
- j. No equipment or process shall be used in connection with the home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference which is detectable off-site;
- k. Vehicles used primarily as passenger vehicles shall be permitted in connection with the home occupation. Only one (1) commercially licensed vehicle shall be allowed. This vehicle may not exceed one (1) ton capacity. Not more than one (1) home occupation-related vehicle shall be permitted to be parked on the lot of the dwelling. The vehicle must not be greater than twenty (20) feet in length or eight (8) feet in height;
- l. No mechanical equipment shall be used, or activity conducted that creates any noise, dust, fumes, odor, vibration, glare or electrical disturbance detectable to the normal senses off the lot on which the home occupation is conducted. Power shall be limited to electric motors with a total limitation of three (3) horsepower per dwelling unit;
- m. All home occupations shall be required to obtain an annual home occupation permit from the city renewable each year after initial application. The required permit fee shall be in accordance with the adopted Rocky Mount fee schedule. Failure to comply with this provision shall be grounds for revocation;
- n. Professional services such as the offices of an accountant, architect, beautician, engineer, lawyer, or medical practitioners shall be permitted providing all the other requirements of home occupations are met respecting subsection;
- o. A home occupation shall not be construed to include, among other like uses, personal and business services such as massage, cosmetology, barber and beauty shops with more than one (1) chair or station, tea rooms, restaurants, rest homes, clinics, medical offices, childcare center, bed and breakfast homes, photographic studios, kennels, dog grooming, radio and television repair, furniture or cabinet making, food processing for sale, auto servicing or repair, lawn mower or other lawn equipment servicing or repair, or metal fabrication;
- p. Any home occupation use permits granted prior to the adoption of this LDC shall remain as valid nonconforming occupations.