

# HOME OCCUPATION PERMIT APPLICATION



City of Roxboro  
105 Lamar Street  
Roxboro, NC 27573  
Ph. (336) 322-6018  
Fax. (336) 599-3774

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Permit Fee

\_\_\_\_\_  
Permit Number

**PROOF OF OWNERSHIP (OR PERMISSION OF OWNER FOR PROPOSAL),  
AND APPLICATION FEE ARE DUE AT TIME OF SUBMISSION.  
INCOMPLETE APPLICATIONS WILL BE RETURNED.**

**APPLICATIONS ARE REVIEWED IN THE ORDER THEY ARE RECEIVED AND MAY  
TAKE UP TO TWO WEEKS FOR COMPLETE REVIEW. COMMENTS WILL OUTLINE  
ANY MISSING/NON-COMPLIANT INFORMATION AND WILL BE RETURNED TO  
THE APPLICANT FOR CORRECTION. RESUBMISSIONS WILL BE TREATED AS A  
NEW SUBMISSION AND REVIEWED IN THE ORDER RECEIVED.**

## APPLICANT INFORMATION

**Business Name:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

## PROPERTY INFORMATION

Tax Map & Lot #: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning: \_\_\_\_\_ Township: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Watershed: \_\_\_\_\_ Flood Plain: YES  NO  Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

## PROPOSED USE

Description of proposed home occupation: \_\_\_\_\_

\_\_\_\_\_

## UTILITIES (EXISTING OR PROPOSED - CHECK ALL THAT APPLY)

Public Sewer:  Existing  Proposed  Relocate *Verify with the City of Roxboro Public Works* \_\_\_\_\_ Dept Initial

Public Water:  Existing  Proposed  Relocate *Verify with the City of Roxboro Public Works* \_\_\_\_\_ Dept. Initial

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**REQUIRED FOR HOME OCCUPATION**

The following conditions must be agreed upon by the applicant. Initial each item below.

- 1. Incidental/ Secondary – A home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than 25% of the gross enclosed floor area of the dwelling unit shall be used in the conduct of the home occupation. \_\_\_\_\_ I agree
- 2. Exterior – There shall be no changes in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation. \_\_\_\_\_ I agree
- 3. Sales - There shall be no on-site sales in connection with such home occupation. \_\_\_\_\_ I agree
- 4. Traffic – No traffic shall be generated by such home occupations in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard. \_\_\_\_\_ I agree
- 5. Equipment – No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off premises, if the occupation is conducted in a single-family residence. In the
- 6. case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises. \_\_\_\_\_ I agree
- 7. Additional Regulations – All other Federal, State, and County regulations shall apply to the home occupation. For example, all cooking and baking services must comply with all Health Department regulations. \_\_\_\_\_ I agree

**SIGNATURES**

I understand the issuance of this permit represents documentation that the requested Home Occupation is permitted only at the above listed address, and in no way superseded any requirements of the NC State Building Codes, or other Ordinances, State, or Federal regulations.

I further understand that violation of any local, state, or federal code, rule or regulation shall cause a Notice of Violation to be issued to the property owner and same shall be responsible for correcting any and all violations.

\_\_\_\_\_  
**OWNER OR OWNER'S AGENT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CITY/COUNTY OFFICIAL**

\_\_\_\_\_  
**DATE**

APPROVED     DENIED    Comments: \_\_\_\_\_

*It is the owner/applicant's responsibility to provide the Person County Development Services Department with any applicable information about the subject property, including but not limited to: boundary information, house location, underground or overhead easements, etc. Person County, the City of Roxboro or its employees are not responsible for any incorrect or missing information that is contained within these applications*

***This application expires 6 months from the initial date if permits have not been issued.***