

Note: Application must be complete and Application fee must be paid at time of submittal

TOWN OF GARNER  
[www.GarnerNC.gov](http://www.GarnerNC.gov)

### ZONING COMPLIANCE PERMIT – Home Occupation

**A WRITTEN DESCRIPTION OF BUSINESS MUST BE SUBMITTED WITH COMPLETED APPLICATION AND FEE.**

**OFFICE USE ONLY**

Application Number: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt: \_\_\_\_\_  
Related Project(s): \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (2 years from date of approval)

**An approved Zoning Compliance Permit is required prior to beginning a home occupation. Section 5.4(f) of the Unified Development Ordinance (UDO) lists the following standards for home occupations:**

- The residential character of the lot and dwelling shall be maintained. Neither the interior nor the exterior of the dwelling shall be structurally altered so as accommodate the home occupation.
- No additional buildings or structures shall be added to the property to accommodate the home occupation.
- No outdoor storage or separate entrance shall be permitted.
- Instruction in music, dancing and similar subjects shall be limited to two students at a time.
- Any activities involving outside visitors or clients shall be limited to the hours between 8 am and 8 pm.

Property Location: \_\_\_\_\_  
Zoning: \_\_\_\_\_ Wake County PIN(s): \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Square footage for business: \_\_\_\_\_ Square footage for residence: \_\_\_\_\_  
(Maximum of 25% of the total gross floor area or 500 square feet, whichever is less)

**PLEASE SUBMIT A WRITTEN DESCRIPTION OF THE BUSINESS PROVIDING THE FOLLOWING INFORMATION AS APPLICABLE:**

- Number of employees not residing in the home
- Client traffic
- Delivery traffic and type of vehicle
- Equipment needed for business
- Storage of equipment, goods, etc. associated with the business
- Sign proposed (sign permit required)
- Hours of operation
- Parking for a maximum of two vehicles not owned by members of the household

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**SIGNATURES (REQUIRED)**

_____ Applicant – Printed	_____ Applicant – Signature	_____ Date
_____ Property Owner – Printed (if other than applicant)	_____ Property Owner – Signature	_____ Date

**OFFICE USE ONLY**

APPROVED BY: \_\_\_\_\_  
Printed \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## HOME OCCUPATION AGREEMENT

*This form must be read and signed by the applicant prior to permit issuance.*

I understand that the business I am proposing as a home occupation must meet the following general conditions:

1. The business is to be conducted on the same lot where I reside.
2. The outside appearance of the house will not change as a result of this business.
3. No goods, stock-in-trade, or other commodities are to be displayed.
4. All material storage will be contained within the designated area; no outside storage is allowed.
5. No on-premise retail sales are to be allowed.
6. Not more than one (1) person not a resident on the premises is to be employed in connection with this business.
7. The business is to be conducted without any significantly adverse impact on the surrounding neighborhood such as:
  - generating traffic, sewerage or water use in excess of what is normal in the residential neighborhood;
  - not to create a parking demand for more than two vehicles, not owned by the residents, at any one time;
  - not to create a hazard to persons or property;
  - not to create a nuisance as defined by the Town Code;
  - not to create objectionable noise, fumes, odor, dust or electrical interference;
8. The maximum floor space in the residence which can be used by this business shall be \_\_\_\_\_ (25% of the gross floor area of the residence or 500 square feet, which is less)

I further understand that a violation of any of the conditions set forth above may result in the revocation of this Home Occupation Permit, which would then make the operation of a business in this residence a violation of the Town of Garner Unified Development Ordinance and thus punishable by any and all fines and/or penalties set forth in the Ordinance.

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Applicant – print

Applicant – signature

Date

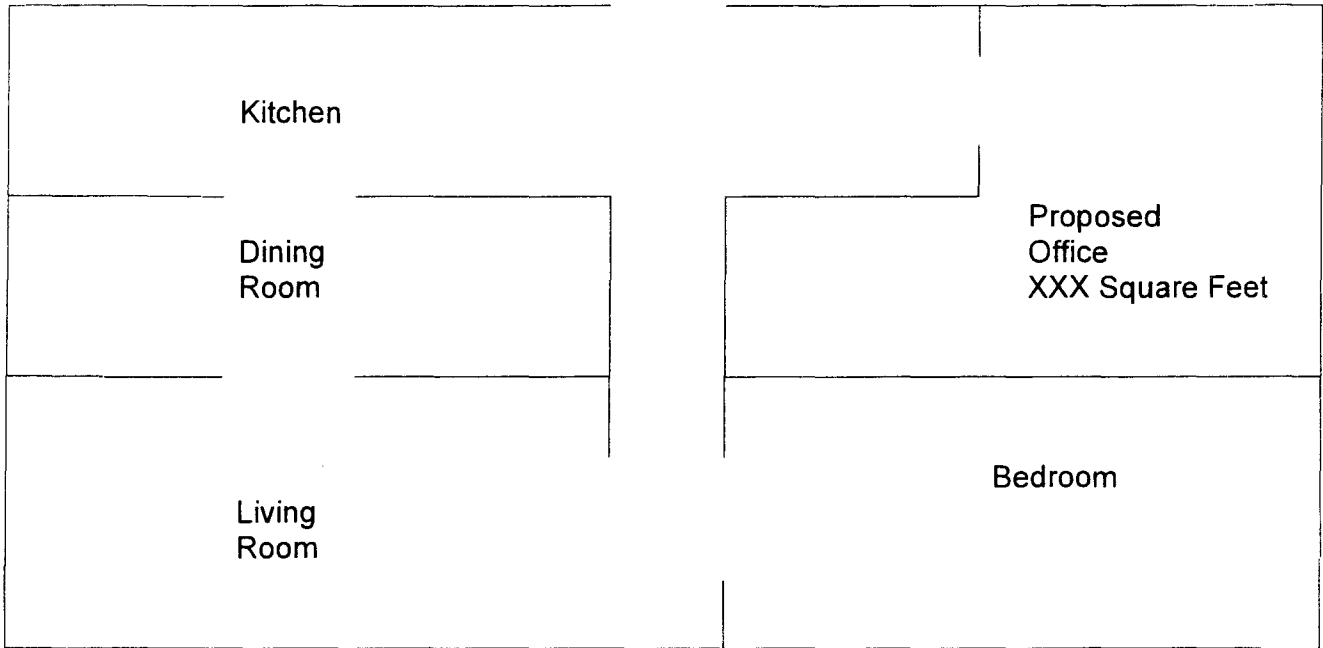
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Administrator – print

Administrator – signature

Date

**Sample Floor Plan:**



**Proposed Home Occupation Floor Plan:**

