

HOME OCCUPATION PERMIT APPLICATION

Town of Apex
P.O. Box 250
Apex, North Carolina 27502

FEE: \$25.00

Form of Payment: Check/Cash/Credit Card

Permit # _____

Approved By: _____ Approval Date: _____

Date: _____

Applicant: _____

Address _____ Subdivision _____

City: APEX State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Dwelling Type: Single-family detached home Duplex Townhome Multi-family
 Condominium

1. Business Name: _____

2. Describe the Business: _____
(I.e. consulting, arts and crafts, music lessons or attach a business plan)

3. Do you own the residence where the Home Occupation will be conducted? YES NO
If **no**, then the following must be completed:

- Property Owner Per Wake Co. Real Estate Records : _____
- Signature of Property Owner: _____
Date Signed: _____
- Address of Property Owner (if different than above):
_____ City _____ State _____ Zip _____

4. Is the Home Occupation required to comply with any other County, State, or Federal regulations or licenses? YES NO

If yes, then provide a copy of the regulations required and/or approved licensure and explain how the Home Occupation will comply with the regulations (you may also attach the explanation).

HOME OCCUPATION STANDARDS (Section 4.5.5 of the UDO)

APPLICANT MUST READ THE FOLLOWING, SIGN AND DATE THIS PAGE OF THE APPLICATION

A Home Occupation is any business-related use carried on within a dwelling or accessory structure, by the inhabitants of the structure, which use is secondary to the residential use of the dwelling. The Home Occupation must not substantially or materially change the residential character of the surrounding neighborhood. The conduct of a Home Occupation shall be subject to the following conditions:

A. Incidental

The home occupation shall be clearly incidental and secondary to the residential use of the building and shall be confined to no more than 25 percent of the total floor area of the dwelling, or 500 square-feet, whichever is less.

B. Specialized Services

No specialized service, such as but not limited to, dance instruction, crafts or music lessons may be provided for a group larger than five persons. No goods, products or commodities bought for the express purpose of resale shall be sold at retail or wholesale on the premises; homemade items, foodstuffs, and crafts made in the home may be offered for sale on the premises in the RA Rural Agriculture and RR Rural Residential zoning districts only.

C. Enclosed Building

A home occupation shall be conducted within the principal dwelling or an enclosed accessory structure, and shall not be conducted within any open porch that is attached to and part of the principal structure.

D. Essential Character

The home occupation shall not change the essential residential character of the use.

E. Immediate Family

A home occupation use shall be conducted by a member of the immediate family residing in the dwelling unit.

F. Employees

Members of the immediate family residing in the dwelling unit may be employed to work for the home occupation and *one* non-family member may be employed to work for the home occupation.

G. No External Evidence

No external evidence or sign shall advertise, display, or otherwise indicate the presence of the home occupation, nor shall the street address of the home occupation be advertised through signs, billboards, television, radio, or newspaper.

H. Sales

A home occupation shall not involve the sale of any stock in trade, supplies, products or services on the premises.

I. No Displays

No equipment or materials used in the home occupation shall be stored or displayed outside of the dwelling.

J. Vehicle

Only one vehicle used in connection with the home occupation shall be stored on the premises. The vehicle shall not be a truck, such as a dump truck, a fuel oil delivery truck or a wrecker, and no advertising or reference to the home occupation shall be displayed on the vehicle in any manner; and

K. No Mechanical, Electrical or Other Equipment which Causes Nuisance

No home occupation shall involve the use of any mechanical, electrical or other equipment, materials or items which produce noise, electrical or magnetic interference, vibration, heat, glare, smoke, dust, odor or other nuisance outside the residential building. There shall be no storage of hazardous or noxious materials on the site of the home occupation.

I hereby certify that the information on page one of this application is true and correct to the best of my knowledge, and further agree to comply with the requirements and regulations for Home Occupations relating to the operation of business as shown on the Home Occupation Standards per Section 4.5.5 of the UDO listed above.

Applicant's Signature: _____ Date: _____