

**Conditions of Approval:** A home occupation shall be permitted as an accessory use to a dwelling unit in a R-1, R-2 & B-5 Zoning district in accordance with the following performance standards: There shall be no:

- Perceivable noise, odor, smoke, glare, electrical interference, or vibration emanating from the home occupation
- Outdoor storage of materials or equipment or display of goods, stock in trade or other commodities
- On-premise retail or wholesale sales except for catalog and electronic (i.e., via telephone, facsimile, internet, etc.) business orders. Said orders may be received for goods, products or commodities bought or secured for the express purpose of resale at retail and wholesale when the products are received and sent from the premises to fulfill catalog or electronic business orders.
- More than one person, not a resident on the premises is employed in connection with the purported home occupation.
- More than twenty-five (25%) percent of the total gross floor area of the residential buildings plus other building housing the purported home occupation, or more than 500 square feet of gross floor area (whichever is less), used for home occupation purposes

- Traffic generated by the home occupation that exceeds what would normally be expected in residential neighborhood
- Exterior indication of the home occupation or other variation from the residential character of the building (s) / property

• Signs shall be erected in association with the home occupation except in compliance with the City's Zoning Ordinance, Section 10

I have read and understand the above mention regulations and agree to comply with these regulations. I certify that all application information is true and correct to the best of my knowledge. I authorize the City of Roxboro's Zoning Administrator or designated representative to enter upon the above referenced property for the purpose of inspecting and verifying compliance with the City's ordinance provisions. I also understand unauthorized variance from this application shall constitute the revocation of this permit.

\_\_\_\_\_  
Applicant or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date Approved/Denied (Circle)

## Planning & Development

# HOME OCCUPATION ZONING PERMIT APPLICATION

**Mission Statement:**  
To create an inviting environment with opportunities that will add value to the community of Roxboro

Phone: 336-599-3116  
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105 South Lamar St.  
PO Box 128  
Roxboro, NC 27573  
[www.cityofroxboro.com](http://www.cityofroxboro.com)

# Home Occupation Zoning Permit Application

Date: \_\_\_\_\_

Zoning Permit No. \_\_\_\_\_ (No. assigned by the Zoning Admin.)

The application submittal information listed below is hereby submitted to establish a home occupation at:

Address: \_\_\_\_\_

\_\_\_\_\_

\*Tax Map Reference Number:

\_\_\_\_\_ \*For the tax map reference number and property owner information please call the Person Co. Tax Office at (336)597-1712.

- Floor plan, drawn to scale, depicting area being utilized for home occupation. (additional information may be required upon review of plan)
- If rental property, written permission from the property owner to establish home occupation in residence

Occupant Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Day Time Phone No: \_\_\_\_\_

Fax No. \_\_\_\_\_

## Property Information

Property Owner: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Day Time Phone no. \_\_\_\_\_

**Proposed Home Occupation** (please describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Parking spaces provided on site: \_\_\_\_\_

No. of employees: \_\_\_\_\_

% of floor area used for home occupation:

\_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Application Check List:

\_\_\_\_\_ **Completed Application Form**

\_\_\_\_\_ **Floor plan, drawn to scale, depicting area being utilized for home occupation.**

\_\_\_\_\_ **If applicable site plan (see first bullet)**

\_\_\_\_\_ **If rental property, written permission from the property owner to establish home occupation.**

**Julie Kelly: Planning & Development Director**

**Dale Tillman: Code Enforcement Supervisor**