



## HOME OCCUPATION USE

### PERMIT APPLICATION

Planning and Development  
160 Midland Avenue  
Black Mountain • NC • 28711  
828-419-9300 | M-F 8:00 AM – 5:00 PM

Permit #:

Application Date:

Completed By:

~~Completed application, site plan, drawings, and supplemental information are required at the time of submittal.~~

**Application Fee: \$50**

Site Address:		Parcel Identification # (PIN):		
Applicant Name(s):		Contact Phone #:	Email:	
Applicant Mailing Address:		City:	State:	Zip:
Property Owner Name (if different than Applicant's):		Contact Phone #	Email:	
Property Owner Mailing Address:		City:	State:	Zip:
Property Owner Signature (required if the applicant is not the property owner):		Date:		

## BUSINESS INFORMATION

Will customers visit this location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many per day? _____
Will a vehicle be used in this business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Location of on-site vehicle parking: _____
Will classes or groups be hosted at this location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hours of operation: _____
Do you wish to post a sign?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Days of operation: _____
Are there other home occupations at this address?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Associated permit #'s: _____

Type of business proposed (describe in detail):

List any mechanical or electrical equipment necessary for the home occupation, including at the proposed location:

Describe any remodeling or structural additions to dwelling or accessory structure proposed in conjunction with home occupation:

Provide the square footage of the dwelling to be used for the home occupation:

## APPLICATION REQUIREMENTS

### REQUIRED DOCUMENTATION

- Completed permit application
- Site Plan of the property drawn to legible scale that indicates:
  - Location of all structures
  - Location of all required parking spotsNote: Maximum four additional off-street parking space must be provided over and above the mandatory residential parking requirement.
- Permit application fee

## ACKNOWLEDGEMENT OF ADDITIONAL REQUIREMENTS – SIGNATURE REQUIRED

***Approval of a Home Occupation is valid for the use as submitted. Any changes to the use or structure will invalidate this approval.***

I hereby certify that my business will continually conform to the standards of the Town of Black Mountain Land Use Code, Section 5.12 (1-20), and to any conditions of approval attached to the Home Occupation Permit. I understand this permit may be revoked at any time pursuant to any violation of the Land Use Code.

I also understand that a Code Enforcement Officer may, with reasonable notice and during regular business hours, inspect my home occupation site to ensure compliance.

By signing this permit application, I hereby affirm that I have read and understand Town of Black Mountain Land Use Code, Section 5.12 (1-20) and further affirm that the information provided in this application is correct and complete.

**All applications will be processed and made available to the applicant within five (5) business days.**

FOR OFFICE USE ONLY		
Date App Received:	Application Completed:	Receipt #:
Zoning District:	Overlay District:	Flood Plain: <input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning Fee: \$	Reviewed By:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Conditions	<input type="checkbox"/> Denied (Reasons):

## HOME OCCUPATION USE PERMIT INFORMATION

Please call the Planning Department at (828) 419-9300 with any questions.

### SECTION 5.12 - HOME OCCUPATIONS

#### 5.12.1 - Home occupations.

- A. Home occupations are permitted in all districts except in HI-0 where residential uses are considered a nonconforming use. However, within the HI-0 district, a home occupation may be integrated into a pre-existing residential structure in compliance with this chapter.
- B. The home occupation must be clearly incidental to the residential use of the dwelling and must not change the essential residential character of the dwelling or the immediate neighborhood.
- C. The intent of these regulations is to allow for home occupations throughout Black Mountain while minimizing the impact on neighbors and maintaining the same levels of noise, traffic, parking and other characteristics of the surrounding residential properties.
- D. In no case shall any nonresidential use or home occupation consist of operations or conditions resulting in noise, odors, smoke, glare, dust, gases, excessive traffic, electrical or other radiation, or other characteristics of a type or to an extent which create a nuisance or hazard to adjacent or neighboring residential properties.
- E. A home occupation conducted in an accessory structure shall be housed only in a garage or other accessory structure that meets the requirements of the building inspector.
- F. No display of stock in trade which is sold on the premises shall be visible from outside the building. Catalog and internet products may be received and shipped from the premises to fulfill orders as long as goods, products or commodities are stored within the home or an accessory structure customarily found in a residential district.
- G. There shall be no outdoor storage or visible evidence of equipment or materials used in the home occupation, unless the equipment or materials are of a type and quantity that could reasonably be associated with the principal residential use.
- H. In residential districts, business identification or advertising signs are only permitted if they are attached to the primary or secondary structure and shall not exceed four square feet. All other signage must conform to the town sign and district regulations.
- I. Off-street parking needed to accommodate the home occupation shall be provided onsite but shall not exceed four spaces.
- J. In residential districts, delivery vehicles serving the home occupation shall be restricted to the hours of 9:00 a.m. and 5:00 p.m.
- K. Adult day care homes and child care homes shall provide care to no more than five unrelated persons and shall require an annual certificate of occupancy or safety inspection to ensure adequate structure and fire safety as well as documentation certifying compliance with all state and federal standards.
- L. No one who resides outside of the residence may work in the home.
- M. Only vehicles used primarily as passenger vehicles will be permitted in connection with the conduct of the home occupation.
- N. A home occupation housed within the dwelling shall occupy no more than 25 percent of the total floor area of the dwelling, not to exceed 500 square feet.
- O. Home occupations shall complete a home occupation application that includes zoning verification.