



Home Occupation

Fee: \$50

(Revised 09/2019)

Home Occupation Information

Section 8.7, Special Requirement SR-104, of the Pinehurst Development Ordinance (PDO) identifies the conditions under which a Home Occupation is permitted as an accessory use to a dwelling unit.

A home occupation shall be permitted as an accessory use to any dwelling unit, provided that:

- (1) The principal person or persons providing the business or service resides in the dwelling on the premises;
- (2) The area used for the business or service does not exceed thirty percent (30%) of the combined floor area of the principal dwelling unit.
- (3) There are no advertising devices on the property, or other signs of the home occupation, which are visible from outside the dwelling or accessory building;
- (4) The property contains no outdoor display or storage of goods or services which are associated with the home occupation;
- (5) The home occupation causes no change in the external appearance of the existing buildings and structures on the property;
- (6) No additional parking areas other than driveways are allowed;
- (7) Wholesale or retail transactions of goods do not occur on the premises;
- (8) Home occupations may only employ those who reside on the premises and one additional employee who does not reside on the premises.
- (9) The home occupation does not create any disturbing noise, vibration, odor, glare, fumes, or electrical or communications interference which can be detected by the normal senses off the premises, including visual or audible interference with radio or television reception;
- (10) Shipping deliveries and pick-ups (excluding US Postal Service) are limited to ten (10) per week.
- (11) All vehicles used in connection with the home occupation are of a size, and located on the premises in such a manner, so as to not disrupt the quiet nature and visual quality of the neighborhood;
- (12) Child/Adult Daycare Home Occupations shall be permitted as accessory to any dwelling unit, provided that the following additional conditions are met, as well as the other conditions to this Section:
 - (a) If an outdoor play area is provided, it is fenced with a privacy type fence that is a minimum height of four (4) feet;
 - (b) No more than five (5) children shall be present at any given time.
- (13) Prior to establishing the home occupation, the operator shall receive the approval of the Village Planner, who shall approve the home occupation upon finding that the proposed business complies with all of the above standards. The Village Planner shall notify all adjacent property owners prior to approving day care centers as a home occupation.

This application must be completed in full and submitted with the associated fee listed in the Village's Fees and Charges Schedule, which can be accessed at www.vopnc.org/Home/ShowDocument?id=10100.

Intake Information

Property Address	
Street Address	
City, State, Zip Code	
Parcel ID #	



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Owner Information			
Name		Home Phone #	
Street Address		Mobile Phone #	
City, State, Zip Code		Business Phone #	
Email			

Applicant			
Name		Other Phone #	
Email		Street Address	
Mobile Phone #		City, State, Zip Code	

Home Occupation Details

Business Name			
Business Description			
Occupation Type			
Principal Person Providing Service Resides in the Dwelling	<input type="checkbox"/> Yes <input type="checkbox"/> No	% of Dwelling Floor Area Used for Business	
Number of Employees		Clients at Home	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum 4 foot privacy fence provided if an outdoor play area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

Location Information

Zoning District			
Overlay District	<input type="checkbox"/> Historic Preservation Overlay District		<input type="checkbox"/> N/A
	<input type="checkbox"/> Pinehurst South Overlay District		

Certification

I hereby certify that the information contained in this application is accurate and complete. I also confirm that I have read and understand the requirements that must be met in order to receive this Home Occupation Permit.

Applicant Signature: _____

Date: _____