$40.00 ONE TIME FEE

HOME OCCUPATION - LETTER OF INTENT

The following information must be furnished before the home occupation permit will be issued.

(1) Business Name _____

(2) Business Address _____

City_____ State_____ Zip_____

(3) Mailing Address _____

City_____ State_____ Zip_____

(4) Owner's Name _____

(5) Business Phone _____ Home Phone_____

(6) Nature of Business (explain)_____

_____

_____

If you are selling any goods for your business, are they made on the premises?
YES ☐ or NO ☐

(7) What percentage of gross floor area in this dwelling unit is occupied by this business? _____

_____

_____

(8) Do you have any outside storage or display of items associated with the home occupation?
YES ☐ or NO ☐ If yes, please explain. _____

_____

_____

(9) Is your home occupation conducted entirely within the dwelling unit exclusive of a garage or carport? YES ☐ or NO ☐ If no, please explain. _____

_____

_____

(10) Is your home occupation clearly incidental and secondary to the use of the dwelling unit for residential purposes, without changing the appearance of the residence? YES ☐ or NO ☐
If no, please explain. _____

_____

_____

(11) Is any part of your business or any accessory storage in a detached garage or in any other accessory structures? YES ☐ or NO ☐ If yes, please explain. _____

_____

_____

(12) Number of employees _____

Do you have more than one person employed who is not an occupant of the residence?
YES ☐ or NO ☐

(13) Do you teach music, dance, art or similar subjects? YES ☐ or NO ☐ If yes, how many students do you have at one time? _____

(14) Does your business generate any traffic, parking, noise, vibration, glare, fumes, odors, or electrical interference beyond what normally occurs in the district in which it is located? YES ☐ or NO ☐ If yes, please explain. _____

(15) Do you have any commercial vehicles or trailers in conjunction with the home occupation? YES ☐ or NO ☐ If yes, how many of each do you have and what are their lengths? _____

(16) Will any maintenance or repairs of commercial equipment associated with the home occupation be conducted on the property? YES ☐ or NO ☐ If yes, please explain. _____

(17) Do you rent rooms in your home (including the serving of meals for compensation)?
YES ☐ or NO ☐ If yes, how many people stay in any given day? _____

(18) Do you have a day care in your home (child or adult)? YES ☐ or NO ☐ If yes, how many people do you have in any given day? _____

Regulations for operating a day care in your home:

You must have five (5) or less full-time attendees.

You must provide an off-street drop-off/pick-up area for the individuals in the day care.

You may also provide after school care for up to three (3) additional children, who are less than thirteen (13) years old, for not more than four (4) after school hours in any twenty-four (24) hour period.

_____ _____

Signature of Owner/Officer *Date*

HOME OCCUPATION REGULATIONS

Home Occupations (including renting of rooms):

(1) **Where Required:** AG, all residential, FO-M, GO-H, NB, CB, I and HI Districts.

(2) **Maximum area**: Area set aside for the home occupation shall occupy no more than 25% (percent) of the gross floor area of the dwelling unit.

(3) **Outside storage**: No outside storage or display of items associated with the home occupation is permitted.

(4) **Operation:**

a. The home occupation shall be conducted entirely within a dwelling unit exclusive of a garage or carport. It shall be clearly incidental and secondary to the use of the dwelling unit for residential purposes and shall not change the outward appearance of the residence. Home occupations or any accessory storage are <u>not</u> permitted in a detached garage or in any other accessory structures.

b. Permitted home occupations include, but are not limited to: typing services, Telephone sales, barber/beauty services, doctor/dentist offices, architects, Accountants, family day care (5 or less persons), food catering and handcrafting.

c. Only handmade items, foodstuffs, and crafts made in the dwelling unit may be offered for sale on the premises. No goods, products, or commodities brought into the dwelling unit for the purposes of resale shall be sold on the premises.

d. Only one (1) person may be employed who is not an occupant of the residence.

e. Instructions in music, dancing, art or similar subjects shall be limited to no more than five (5) students at one time.

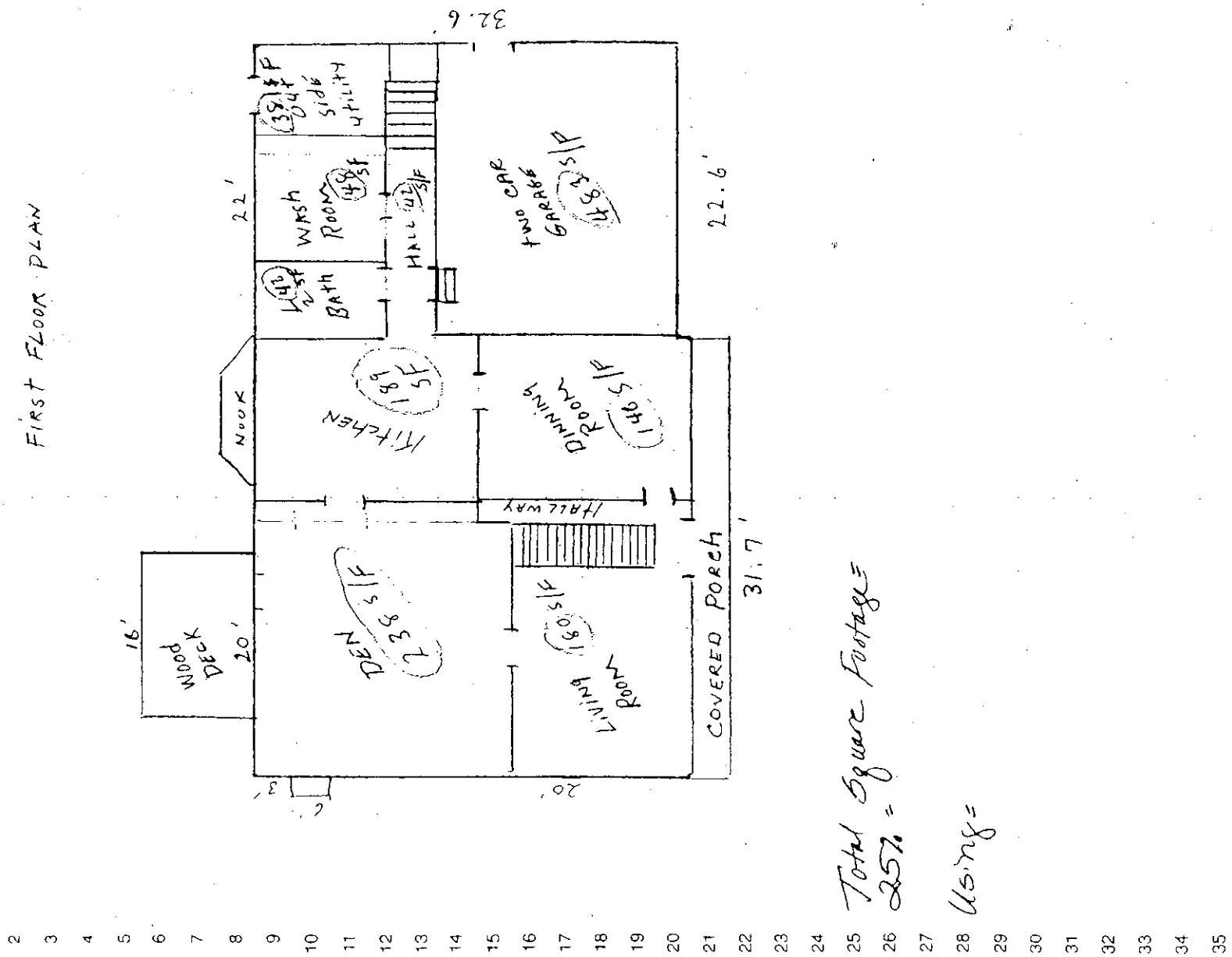
f. Activities shall not generate traffic, parking, noise, vibration, glare, fumes, odors or electrical interference beyond what normally occurs in the district in which it is located.

g. One (1) commercial vehicle, and a trailer upon which equipment can be stored, neither of which shall exceed 30 feet in length, may be allowed in conjunction with the home occupation. No maintenance or repair of commercial equipment associated within the home occupation shall be conducted on the property.

h. A home occupation permit shall be required in accordance with subsection 9-3-3 (c) (Building, sign or Home Occupation Permits).

i. Renting of rooms (including the serving of meals for compensation) shall be limited to three (3) or fewer non-transients in any one (1) day.

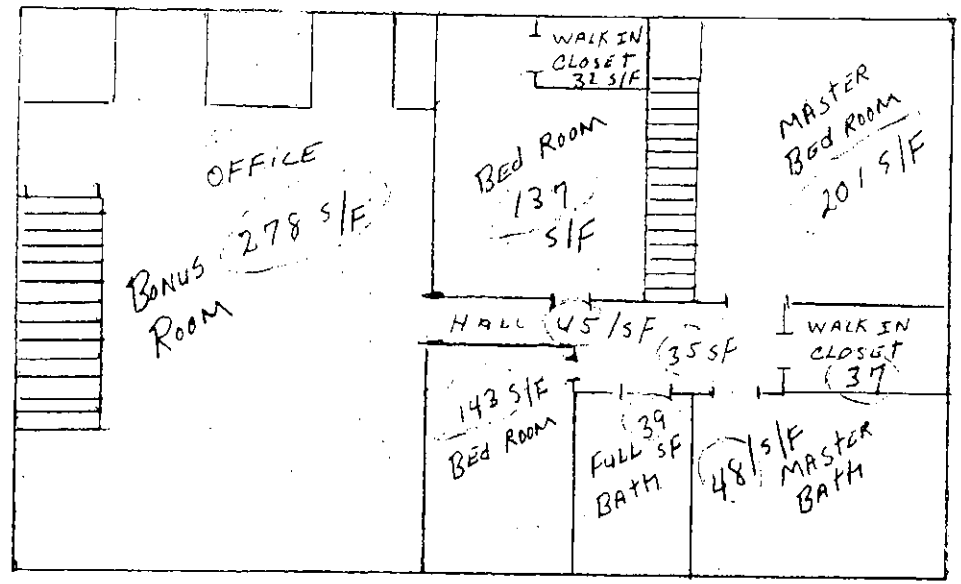
(5) Compliance with other regulations; all home occupations shall comply with all applicable federal, state and local regulations.



***NOTE: COPY OF YOUR FLOOR PLAN MUST BE SUBMITTED.

EXAMPLE OF FLOOR PLAN

SECOND FLOOR



HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

Home Occupation-In Home Child Care

- Maximum of 5 children + 3 afterschool children.
- Must be occupied as a residence by the caregiver.
- Unvented fuel burning heaters and portable electric heaters of all types are prohibited.
- Rooms where occupants receive care shall be on the level of exit discharge.
- All walls and ceilings in rooms which are used for day care purposes and are part of the exiting path shall have surfaces of non-combustible construction (plaster or gypsum wallboard). Wood paneling is not allowed.
- At least one 2-A:10-B:C portable fire extinguisher shall be provided with a maximum of 40 feet travel distance to the extinguisher.
- Single station smoke detectors are required on the ceiling or wall outside of each sleeping area, in each room used for sleeping purposes and in each story within a dwelling. Battery-powered units will be permitted.

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

Home Occupation-In Home Child Care

- Maximum of 12 children.
- A Special Use Permit is required that requires the approval of the Planning & Zoning Commission and the City Council.
- Must be occupied as a residence by the caregiver.
- Unvented fuel burning heaters and portable electric heaters of all types are prohibited.
- At least two exits are required, unless rooms where occupants receive care are located on the level of exit discharge and each of these rooms has an exit door directly to the exterior.
- All walls and ceilings in rooms which are used for day care purposes and are part of the exiting path shall have surfaces of non-combustible construction (plaster or gypsum wallboard). Wood paneling is not allowed.
- Rooms where occupants receive care shall have natural ventilation. All occupied rooms must have openable windows or doors to the outdoors. The openable area shall be a minimum of 4% of the floor area of the room.
- At least one 2-A:10-B:C portable fire extinguisher shall be provided with a maximum of 40 feet travel distance to the extinguisher.
- Single station smoke detectors are required on the ceiling or wall outside of each sleeping area, in each room used for sleeping purposes and in each story within a dwelling. Battery-powered units will be permitted.
- A manual fire alarm system listed for residential use shall be installed.