



**GUILFORD COUNTY  
PLANNING AND DEVELOPMENT**

**Home Occupation  
Application**

A Home Occupation is the operation of a business conducted within a dwelling and carried on by the residents, which is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character of the dwelling or neighborhood. A Home Occupation may be approved if it meets all requirements of the Guilford County Development Ordinance. A Home Occupation Permit obtained from the Guilford County Planning and Development Department does not include any additional local, state, or federal permits or licenses required for a specific business.

**Submission Process**

1. Submit complete application along with a floor plan drawn to scale to the Planning and Development Department - Planning Section.
2. Once approved and if permit is required, submit approved application, approved floor plan and permit fee (contact the Permit Section @ 641-3707 for fee) to the Planning and Development Department-Permitting Section for permit issuance. This must be done in person.

**PROPERTY INFORMATION**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Tax Parcel # \_\_\_\_\_ Zoning \_\_\_\_\_

Type of Home (Check One):  Site Built or Modular  Manufactured (Mobile Home)

Gross Square Footage of Home: \_\_\_\_\_ Square Footage of Home Occupation Area: \_\_\_\_\_

**OWNER INFORMATION**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**APPLICANT INFORMATION – If not property owner, a notarized statement of permission is required from the property owner.**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**BUSINESS INFORMATION**

Name of Business \_\_\_\_\_ Type of Business \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Number of employees not residing in the home: \_\_\_\_\_

Detailed Description of Business - Include the type of work that will take place in the home, materials needed to conduct business, storage of materials, if customers will be coming to the home etc. Attach additional sheets if necessary. \_\_\_\_\_

Open to the Public  Yes  No Sign  Yes  No

Any Planned Alterations to Accommodate Home Occupation Open to the Public  Yes  No Describe Alterations \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*I hereby agree to conform to all applicable laws of Guilford County and the State of North Carolina and certify that the information is complete and accurate to the best of my knowledge. I acknowledge that by filling out this application, representatives from Guilford County Planning and Development may enter the subject property for the purpose of investigation and analysis of this request.*

DENIED \_\_\_\_\_ APPROVED \_\_\_\_\_ APPROVED W/ CONDITIONS \_\_\_\_\_ NO PERMIT REQUIRED \_\_\_\_\_

Environmental Health Review Required  Permits Required  Mechanical  Electrical  Construction  Plumbing

Reviewed By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Permit Remarks \_\_\_\_\_

*The decision of the Enforcement Officer can be appealed to the Guilford County Board of Adjustment within fifteen (15) days following the decision. The appeal shall be filed on the appropriate forms and shall be subject to an application fee.*