



**PLANNING & DEVELOPMENT SERVICES  
1070 HECKLE BLVD, SUITE 107, ROCK HILL, SC 29732  
PHONE (803) 909-7230 / FAX (803) 909-7227**

**HOME OCCUPATION APPROVAL APPLICATION**

**AGC, AGC-I, RUD, RUD-I, RC-I, RC-II, RD-I, and RD-II (Lots 5 acres or less)**

**DIRECTIONS:** Determine whether this is an initial or renewal home occupation request, complete the general and property information, read and initial the criteria and stipulations, sign the application, and enclose the appropriate processing fee (checks are payable to York County). **Home occupation permits must be renewed annually.**

**INITIAL APPLICATION:** YES NO **\$50.00 processing fee.**

**RENEWAL APPLICATION:** YES NO **\$35.00 renewal processing fee.**

**GENERAL & PROPERTY INFORMATION:**

**Applicant's name:** \_\_\_\_\_

**Property address:** \_\_\_\_\_

**Property Tax Map #:** \_\_\_\_\_

**Zoning district:** \_\_\_\_\_ **Use of property:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Type of home occupation:** \_\_\_\_\_

**Signage:** YES NO **If yes, explain:** \_\_\_\_\_

**Square footage of home:** \_\_\_\_\_ **Area of home occupation:** \_\_\_\_\_

**Own or rent home:** \_\_\_\_\_ (If renting, a letter from the property owner must be provided granting approval for the home occupation).

**Is this property part of any HOA or Community Association?** \_\_\_\_\_ (If yes, a letter from the HOA or Community Association granting approval for the home occupation must be provided).

Below are the minimum criteria and stipulations in order to qualify for a home occupation. Please read each statement carefully and initial, and sign below to acknowledge that you agree to comply with all provisions of this form.

**HOME OCCUPATIONS ARE AUTHORIZED IF THEY COMPLY WITH THE PERFORMANCE STANDARDS SET FOR HEREIN, PER §155.498(B)(3)(a) OF THE ZONING CODE:**

\_\_\_1. There will be no associated outdoor activities or outdoor storage of materials or equipment related to the home occupation on the premises;

\_\_\_2. Uses conducted entirely within the principal dwelling will not exceed 25% of the floor area unless otherwise authorized by special exception permit;

\_\_\_3. There shall be no entrance or exit way specifically provided in the dwelling or on the premises for the conduct of a home occupation;

\_\_\_4. The use shall create no disturbing or offensive noise, vibration, smoke, dust, odor, heat, glare, traffic hazard, unhealthy or unsightly conditions. In addition, any equipment or process shall not create audible or visual interference in any radio or television receivers on any adjacent properties;

\_\_\_5. Delivery and distribution of goods from commercial suppliers will be limited to between the hours of 8:00 a.m. and 5:00 p.m.;

\_\_\_6. Customer hours are limited to the hours between 7:00 a.m. and 8:00 p.m.

\_\_\_7. All vehicles must be parked a minimum of ten feet from the road right-of-way.

\_\_\_8. The use shall not be visibly evident from outside the dwelling except for a sign, as provided by standards contained herein.

\_\_\_9. Shipping deliveries and pick-ups (excluding U.S. mail) are limited to two per day.

\_\_\_10. The applicant for a home occupation shall demonstrate that public facilities and utilities are adequate to safely accommodate any equipment used in conjunction with the home occupation and will be inspected and permitted, if required, by SCDHEC.

**THE FOLLOWING HOME OCCUPATION CRITERIA APPLY IN THE AGC, AGC-I, RUD, RUD-I, RC-I, RC-II, RD-I, AND RD-II DISTRICTS ON LOTS SMALLER THAN FIVE ACRES PER §155.498(B)(3)(c) OF THE ZONING CODE:**

\_\_\_1. Operations must be located in a residence, except that an accessory building may be used for parcels that are larger than two acres, provided that the accessory structure is located at least 200 feet from the nearest residence; for parcels that are two acres or less, the structure in which the home occupation is conducted shall be architecturally compatible with the primary residence as determined by roof pitch, building materials, window and door design, and roofing materials.

- \_\_\_2. One non-resident on-site employee is allowed.
- \_\_\_3. No more than one client vehicles may park on the site at one time.
- \_\_\_4. Shipping deliveries and pick-ups (excluding U.S. mail) are limited to two per day.
- \_\_\_5. Equipment or delivery vehicles may not exceed four tons.
- \_\_\_6. The maximum area for a home occupation is 25% of the residences floor area or 100% of the floor area of an accessory building for parcels larger than two acres.
- \_\_\_7. Noise levels from the home occupation, shall not exceed a level generated in a typical single-family home.
- \_\_\_8. The applicant for a home occupation shall demonstrate that public facilities and utilities are adequate to safely accommodate any equipment used in conjunction with the home occupation and will be inspected and permitted, if required, by the DHEC.
- \_\_\_9. Off-street parking spaces shall be provided as required for the residential use.
- \_\_\_10. Storage of dangerous, combustible or volatile materials used in conjunction with the home occupation shall not be permitted in residential dwellings.
- \_\_\_11. On sites of two acres or more, storage of one tractor trailer or two construction vehicles used for off-site work is authorized.
- \_\_\_12. Home occupations shall not involve animal grooming, boarding, medical treatment, training or breeding.

**I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT, THAT I AM THE RESIDENT OF THE IDENTIFIED PREMISES, AND I AGREE TO COMPLY WITH ALL PROVISIONS OF THIS FORM.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL**

**THE HOME OCCUPATION PERMIT BECOMES VOID UPON A VIOLATION OF ANY PROVISION CONTAINED HEREIN OR TERMINATION OF THE APPLICANT'S RESIDENCY. THE PERMISSION HEREBY GRANTED IS NOT TRANSFERABLE TO ANY OTHER RESIDENT, ADDRESS, OR OTHER OCCUPATION.**

Zoning official: \_\_\_\_\_ Date: \_\_\_\_\_