

Home Occupation Application

Town of Boone Planning & Inspections Department
680 W. King Street, Suite C ♦ Boone, North Carolina 28607

Phone (828) 268-6960 ♦ Fax (828) 268-6961 ♦ Email: planning@townofboone.net ♦ www.townofboone.net



Home occupation rules and guidelines apply to home-based businesses that provide a service or product that is conducted within a residential dwelling. A home occupation business must meet the regulations below as outlined in the Town of Boone Unified Development Ordinance (UDO), Section 15.53. A home occupation may be conducted as an accessory use of a dwelling unit, provided that:

- A. No person other than members of the resident family shall be engaged in such occupation, and
- B. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes, and not more than twenty-five percent (25%) of the floor area of the dwelling unit shall be used in the conduct of the home occupation, and
- C. No external evidence of the conduct of the home occupation shall be visible, other than a sign as permitted in UDO Article 26, and
- D. The home occupation shall not generate traffic volumes or parking area needs greater than would normally be expected in a residential neighborhood, and
- E. No equipment or process shall be employed that will cause noise, vibration, odor, glare, or electrical or communication interference detectable to the normal senses off the lot; in the case of detached dwelling units, or outside the dwelling unit, in the case of attached dwelling units, and
- F. The on premise sale and delivery of goods which are not the products of the home occupation are prohibited.

A. Required to be Submitted at Time of Application

Failure to provide the info required on this application may delay the review and subsequent issuance of the requested permit.

- Property Owner Authorization. If you are not the property owner, you will need to provide documentation of property owner authorization to apply for this permit. You may have the property owner sign this application ([Section E](#)) or the property owner can provide a written and signed authorization that clearly states they are authorizing the applicant to submit this application.
- Permit Fee (See Planning & Inspections Fee Schedule)

Each application is allowed two (2) reviews. The 1st review of the submitted information and a 2nd review if revisions or supplemental information is required based upon the 1st review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application. These fees shall be paid at the time of resubmittal.

B. Property Information

Street Address:

Watauga County Parcel Identification Number:

C. Property Owner Information

Name:

Complete Mailing Address (Street, City, Zip):

Phone Number:

Email Address:

Preferred Method of Contact for Written/Response Documents (select one): Mail or Email

D. Business Information

Business Name:

Type of Business:

Describe Business Activity:

Will any business activity be conducted in the yard? Yes No

If yes, explain: _____

Number of Residents in the Home: _____ Number of Residents Involved in the Business: _____

Will customers or groups of people come to your home to obtain your services/products? Yes No

Size of home: _____ Square Feet Area to be used for business: _____ Square Feet

E. Applicant Signature and Property Owner Authorization

I hereby certify that I am authorized to submit this application; that all information is correct and complete; and all work will comply with all applicable State and local laws, ordinances, and regulations. I will ensure that the Planning and Inspections Department is notified of any changes in the approved plans and specifications for the home occupation permitted herein.

Applicant (Print)

Applicant (Signature)

Date

Property Owner (Print)

Property Owner (Signature)

Date

Official Use Only

Permit Name:

Permit Number:

Date:

Fee:

Receipt Number:

Method of Payment:

Cash

Check Number: _____

Paid By:

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