



PLANNING & DEVELOPMENT SERVICES

18 W. LIBERTY STREET, PO BOX 96
YORK, SC 29745-0096
PHONE (803) 909-7200 / FAX (803) 909-7227



Small Lot Home Occupation Application & Checklist

This checklist is to assist with the submittal of a Small Lot Home Occupation request and should be used to ensure all appropriate documentation is submitted. The review and determination on a Home Occupation cost \$50 and can take up to five (5) business days. Home Occupations must be renewed annually. Use additional sheets when necessary.

Any submittals that are determined to be incomplete will not be processed, and the applicant will be notified with an explanation of the submittal's deficiencies. To prevent any delays in the review process, please use this checklist as a guide.

All Small Lot Home Occupation requests should contain the following information:

- Completed form below
- Written narrative explaining the nature of the request
- Other relevant factors pertaining to the request

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, describe: _____

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/Community Association or encumbered by deed restrictions/covenant conditions and restrictions (CC&Rs)? _____

(If yes, a letter from the HOA, Community Association, or majority of property owners encumbered by the CC&Rs 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, 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 §155.675-1 OF THE ZONING CODE:

- ___ 1. The use is clearly incidental and secondary to residential occupancy.
- ___ 2. The use is conducted entirely within the principal dwelling unit or entirely within an accessory building.
- ___ 3. If conducted within the principal dwelling, not more than 25-percent of the gross floor area is used for the conduct of the home occupation.
- ___ 4. If conducted within an accessory building, the accessory building shall not exceed 1,500 square feet or the gross floor area of the principal dwelling, whichever is less.
- ___ 5. There is no entrance or exit way specifically provided in the dwelling or in the dwelling or on the premises for the conduct of a home occupation.
- ___ 6. The use involves up to one non-resident employee working on-site.
- ___ 7. The home occupation receives not more than six client visits per day (limit one visit per day per each client), except as specified below.
- ___ 8. Storage of goods and materials occurs inside and does not include flammable, combustible, or explosive materials.
- ___ 9. Client visits occur between 8:00 a.m. and 8:00 p.m.
- ___ 10. Parking is provided only in the driveway.
- ___ 11. Any commercial vehicle associated with the home occupation is not parked outside of an enclosed building on a regular basis, except those primarily used as passenger vehicles.
- ___ 12. Mechanized equipment is used only in a completely enclosed building.
- ___ 13. Any equipment or process does not create audio or visual interference in any radio or television receivers on any adjacent lots.
- ___ 14. Dust, odors, noise, vibration, or electrical interference or fluctuation are not perceptible beyond the property line.
- ___ 15. Deliveries and pickups are made by carriers that typically serve residential areas and do not block traffic circulation.
- ___ 16. Public facilities and utilities are adequate to safely accommodate equipment used for home occupation.

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: _____