

**HOME OCCUPATION
PERMIT APPLICATION**
Fee: \$25.00

City of New Bern



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APPLICANT:

Name: _____

Address: _____

City & State: _____ Zip Code: _____

Fax: (____) _____ E-mail: _____

PROPERTY INFORMATION:

County Tax ID #: _____ Page: _____ Lot: _____

Gross floor area: Residence _____ s.f. Area of Home occupation _____ s.f.

Home Occupation Name: _____

HOME OCCUPATION INFORMATION: Please briefly described the type of business you propose in your residence and attach a site plan showing the dimensions and square footage of your residence and home occupation.

The undersigned property owner (s) or contract purchaser (s) hereby authorize (s) the filing of this application, and authorize (s) on-site review by authorized staff.

Date: _____

Date: _____

HOME OCCUPATION: An occupation conducted as an accessory use of a dwelling unit, provided that:

- A. The use of the dwelling unit or accessory building for the home occupation shall be clearly incidental and subordinate to the use of the property for residential purposes, and not more than twenty (20%) of the floor area of the dwelling unit and no accessory building shall be used in the conduct of the home occupation. The floor area defined as used in the home occupation is the area dedicated to the home occupation.
- B. No external evidence of the conduct of the home occupation, activities or products shall be visible from the exterior of the home.
- C. Traffic and parking regulations:
 - (1) The home occupation shall not generate traffic volumes or parking area needs greater than would normally be expected in the residential neighborhood;
 - (2) In addition, there shall be no more than 3 vehicles parked at a given time on - or - off street for non-residential purposes including but not limited to customers and delivery services, etc.;
 - (3) There shall be no regular pick-up and delivery by vehicles other than those of a size normally used for household deliveries;
 - (4) The parking of commercial type vehicles engaged in the home occupation is restricted to the side and rear yards.
- D. 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;
- E. The on-premises sale and delivery of goods which are not the products of the home occupation are prohibited, except that the sale of goods which are incidental to a service of the home occupation is permitted;
- F. A zoning permit is issued for the home occupation. The permit shall describe the nature of the business and include the applicant's certification that the home occupation will be conducted in accordance with the Land Use Ordinance and other applicable laws and ordinances. Once a home occupation permit has been granted, it shall remain in effect until (1) it is revoked by the City, (2) the home occupation is terminated by the resident or residents for 180 or more days, (3) the holder of the permit moves from the residence, or (4) the applicant fails to renew the home occupation privilege license by July 31st of each year.

I agree to meet the Land Use Ordinance criteria as defined above.

Applicant's signature _____ Date _____

Note: You will need a zoning permit in order to get a privilege license from the Tax Office. The fee for a privilege license varies according to the type of business.