



TOWN OF
HILLSBOROUGH

Starting a Home Occupation

A Local Regulations Guide and Checklist

<p><input type="checkbox"/> Check with Planning Before starting a home business, contact the Hillsborough Planning Department to describe the business you plan to open. Staff will help determine if the type of business you want to open meets conditions for a Zoning Compliance Permit. Businesses that are prohibited from home occupation permit are:</p> <ul style="list-style-type: none">• Boarding of domesticated animals• Dealerships for firearms or motor vehicles• Motor vehicle maintenance, service, or repair• Any use that will routinely generate five or more customers within one hour or more than 10 customers in one day• Any use that is only permitted with a Conditional Use or Special Use Permit if otherwise located	<p>Contact: Town of Hillsborough Planning & Economic Development Division 919-296-9470</p>
<p><input type="checkbox"/> Obtain a Permit Once you've determined that your business is eligible for home occupation, it is time to apply for a Zoning Compliance Permit.</p> <p>To obtain a Zoning Compliance Permit, you must confirm that your business will comply with the following conditions:</p> <p><input type="checkbox"/> The home occupation will be the base of operations for the business, and the primary function of the business takes place on the residential property for which the permit is issued.</p> <p><input type="checkbox"/> The home occupation is located within a dwelling unit or in an accessory building on the same lot or parcel as the dwelling unit.</p> <p><input type="checkbox"/> The area occupied by the home occupation will not be more than 25% of the heated floor area of the dwelling unit.</p>	<p>Contact: Town of Hillsborough Planning & Economic Development Division 919-296-9472</p>

This document is not to supersede the Town of Hillsborough's Uniform Development Ordinance (UDO). Please refer to UDO 5.2.19 for the full list of home occupation conditions and regulations.

- If using an accessory building (outbuilding, shed, etc..) on the same parcel as the dwelling, the home occupation will **not** occupy more than 500 square feet of the accessory building.
- The home occupation will **not** occupy a total area more than 600 square feet on the parcel (dwelling, outbuildings, or sheds).
- The principal person or persons providing the business or service will reside in the dwelling on the premises.
- There will **not** be more than one (1) non-resident person employed by the home occupation on the premises. (You can only have 1 employee there at a time – For example, if you are building an arbor for a project and you need 3 employees to do it, then you have to build that at the client’s home, not at your home. If you have 15 employees and you need to have a staff meeting, then you need to do it somewhere else such as a local restaurant or meeting space.)
- The home occupation will **not** cause any changes to the external appearance of the existing dwelling and structures on the property. (If you have a house and a shed on the property, they must look like a regular house and shed from the street)
- There will be **no more than two** (2) business-related vehicles parked at the site of the home occupation. No vehicles with a gross vehicle weight exceeding 5,000 pounds will be parked, stored, or otherwise maintained at the site of a home occupation. All vehicles used in connection with the home occupation will be of a size and/or type customary for residential use, and shall be located on the premises in such a manner, so as to not disrupt the quiet nature and visual quality of the surrounding area.
- There will **not** be regular and on-going business-related vehicular traffic to the home where located.
- There will be **enough** off-street parking for customers of the home occupation; the number of off-street parking spaces required for the home occupation will be provided and maintained in addition to the space or spaces required for the dwelling itself.
- There will **not** be any signs or advertising devices that can be seen from outside the dwelling or accessory building
- There will be **no outdoor** display or storage of goods, equipment, or services associated with the home occupation.
(any storage of construction materials must be enclosed inside of an outbuilding or shed).

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The home occupation will **not** create adverse impacts on health, safety, or comfort of customers or neighboring residents which can be detected by the normal senses off the premises. Examples of adverse impacts include, but are not limited to, fire and explosive hazards; interference with electronic communication; loud noise; dust; odors; fumes; glare; or vibration.

The home occupation will **not** create a noticeable increase in noise, traffic, or parking demands than is normally associated with a residential use.

Include these materials with your application:

- \$25 for application fee
- A scaled floor plan of the residence and any accessory structures indicating area to be used for home occupation
- If you plan to receive clients at the home occupation, provide a scaled site plan of the property that shows existing structures, their setbacks from property lines and street rights of way, and the driveway and parking area.