

# Pender County Planning and Community Development

**Planning Division**  
805 S. Walker Street  
PO Box 1519  
Burgaw, NC 28425



Phone: 910-259-1202  
Fax: 910-259-1295  
[www.pendercountync.gov](http://www.pendercountync.gov)

## HOME OCCUPATION

Home occupations are permitted only as an accessory use and require zoning approval. Home occupations shall be permitted subject to the following limitations:

- 1) Any activity related to the proposed business is carried on wholly within the principal building or structure.
- 2) At least one (1) member of the household, residing on the premise, must be included in the operation of the proposed business.
- 3) The business is clearly incidental and secondary to the use of the dwelling unit for residential purposes with no exterior display, no exterior storage of materials, and no exterior indication of the home occupation or variation from the residential character of the principal building and neighborhood.
- 4) Not over twenty-five percent (25%) of the total actual floor area or five hundred (500) square feet, whichever is less, shall be used for a home occupation.
- 5) No home occupation shall produce any offensive noise, vibrations, smoke, dust, heat, odor, glare, traffic hazard or congestion, or have an adversely effect on the surrounding properties.
- 6) Requires no internal or external alterations, construction features, equipment, or machinery not customary in residential areas.
- 7) Traffic generation shall not exceed the traffic volumes generated by nearby residents.
- 8) Only two (2) persons outside of the dwelling may be engaged in the home occupation; and
- 9) No mechanical equipment shall be installed or used except such that is normally used for domestic, professional, or hobby purposes and which does not cause noise or other interference in radio and television reception.
- 10) Proposed Home Occupation permits in the GB, General Business district, shall not expand or increase the existing non-conforming use or structure.

TABLE OF PERMITTED USES											
P=Permitted Use D=Permitted w/ Use Standards S=Special Use Approval Required SD=Special Use Approval Required w/ Additional Standards PM=Permitted in conjunction w/ the MDP process											
Use Category Specific Use Type	Ref NAICS	Zoning Districts									
		RA	RP	RM	MH	PD	GB	OI	IT	GI	EC
<b>ACCESSORY USES AND STRUCTURES</b>											
<b>Home Occupation</b>		D	D	D	D	D	D				

### Section 10.6.4 Signs

One (1) sign for each home occupation is allowed, but shall not be closer than ten (10) feet to any property line, or road right-of-way, whichever is greater. Such signs shall not project higher than four (4) feet above ground level, and shall not exceed two (2) square feet in area. If more than one home occupation exists on the premises, total signage shall be combined into one sign location, the total sign area not to exceed ten (10) square feet in area.

# APPLICATION HOME OCCUPATION

## THIS SECTION FOR OFFICE USE

<b>Application No.</b>	<b>HO</b>	<b>Date</b>	
<b>Application Fee</b>	<b>\$</b>	<b>Receipt No.</b>	

### SECTION 1: APPLICANT INFORMATION

<b>Applicant's Name:</b>		<b>Owner's Name:</b>	
<b>Applicant's Address:</b>		<b>Owner's Address:</b>	
<b>City, State, &amp; Zip</b>		<b>City, State, &amp; Zip</b>	
<b>Phone Number:</b>		<b>Phone Number:</b>	
<b>Email:</b>		<b>Legal relationship of applicant to landowner:</b>	

### SECTION 2: PROJECT INFORMATION

<b>Property Identification Number (PIN):</b>		<b>Zoning Classification:</b>	
<b>Project Address :</b>		<b>Township:</b>	
<b>Description of Project Location:</b>		<b>Total Tract Acreage:</b>	
		<b>Total SqFt of Home</b>	
<b>Purpose/Type of Home Occupation:</b>		<b>Total SqFt to be used for business</b>	

### SECTION 3: SIGNATURES

<b>Applicant's Signature</b>		<b>Date:</b>	
<b>Owner's Signature</b>		<b>Date:</b>	

#### Notice to the Applicant

As prescribed in the Pender County Unified Development Ordinance Section 12.3.1:  
*Any failure to comply with a requirement, prohibition, or limitation imposed by the provisions of this Ordinance, or the terms and conditions of any permit or other authorization granted pursuant to this Ordinance, shall constitute a violation of this Ordinance. One or more of the following responsible parties may be held responsible for a violation of this Ordinance and be subject to the remedies and penalties provided in this section:*

1. *A contractor, agent, or any other person who participates in, assists, directs creates, or maintains a situation that constitutes a violation of this Ordinance, and*
2. *An owner of the property, on which a violation of this Ordinance occurs, or any tenant or occupant of that property who has control over, or responsibility for, its use or development.*

#### RETURN COMPLETED APPLICATION TO:

Pender County  
 Planning & Community Development  
 PO Box 1519  
 Burgaw, NC 28425

<b>Application Approved by:</b>		<b>Date:</b>	
---------------------------------	--	--------------	--