



# City of Charleston

2 George St, Charleston, SC 29401

## APPLICATION FOR HOME OCCUPATION

Must be completed by applicant

### Office use only

License \_\_\_\_\_

Class \_\_\_\_\_

NAIC \_\_\_\_\_

Issue Date \_\_\_\_\_

ADDRESS OF HOME OCCUPATION \_\_\_\_\_

BUSINESS NAME / DBA \_\_\_\_\_

NAME OF BUSINESS OWNER \_\_\_\_\_

BUSINESS USE/ TYPE \_\_\_\_\_

MAILING ADDRESS OF BUSINESS (ADDRESS, STATE, ZIP) \_\_\_\_\_

OWNER'S TELEPHONE & CELL NUMBER (include area code) \_\_\_\_\_

OWNER'S EMAIL ADDRESS \_\_\_\_\_

OWNER'S DRIVER'S LICENSE NUMBER AND STATE \_\_\_\_\_

**\*\*A HOME OCCUPATION shall not include such occupations as adult uses, motor vehicle repairs, motor vehicle rental, motor vehicle sales, tattooing, tea rooms, tourist homes, bed and breakfasts, rooming or boarding houses, animal kennels or hospitals, physicians, dentists or other offices for diagnosis, prevention, alleviation, or cure of disease or disability, retail businesses, firearms dealer, or occupations which have vehicles, other than vehicles as described below, parked or stored at the dwelling.\*\***

### DESCRIBE THE NATURE OF THE BUSINESS TO BE CONDUCTED (BE SPECIFIC AND COMPLETE):

\_\_\_\_\_  
\_\_\_\_\_

### Business Owner must read and initial each numbered statement below to acknowledge that the proposed Home Occupation will comply with each requirement:

- \_\_\_\_\_ 1. This HOME OCCUPATION will be carried on by a resident, members of his family living on the premises, and no more than one employee working at the residence used for the home occupation, who is not a full-time resident of the home where home occupation is located.
- \_\_\_\_\_ 2. This proposed HOME OCCUPATION is clearly incidental to the residential use of this dwelling and will not change the residential character of the dwelling.
- \_\_\_\_\_ 3. This HOME OCCUPATION shall be limited to thirty-three percent (33%) of the total floor area within the existing principal building and up to 650 square feet within an enclosed accessory building.
- \_\_\_\_\_ 4. No outside storage will be used in connection with this HOME OCCUPATION.
- \_\_\_\_\_ 5. This HOME OCCUPATION will not require the use of any equipment not normally associated with household use, and will not create noxious odors, dust, vibration, smoke, electromagnetic disturbance, glare, refuse, noises, or other objectionable substance, condition or element injurious to the health, safety, or welfare of the community. No use or storage of hazardous materials or chemicals or other items which may pose an increased fire, explosion, or health risk shall be associated with this HOME OCCUPATION.
- \_\_\_\_\_ 6. This HOME OCCUPATION will not include exterior display, exterior signs, or any alterations, which are inconsistent with the residential character of the dwelling.
- \_\_\_\_\_ 7. Only passenger vehicles (motorcycles, automobiles, pickup trucks and vans) shall be permitted in connection with the conduct of this HOME OCCUPATION. No truck cabs, or other large trucks or semi-truck trailers shall be allowed.
- \_\_\_\_\_ 8. This HOME OCCUPATION will not generate a greater volume of traffic than would normally be expected in the neighborhood, and any parking required for this HOME OCCUPATION will be met off street and other than in a required front yard.
- \_\_\_\_\_ 9. If the HOME OCCUPATION involves instruction in music, dance, art, or other similar instruction there shall be no more than two students at a time.
- \_\_\_\_\_ 10. If the HOME OCCUPATION is a beauty or barber shop, no more than one chair is permitted (provide photos)
- \_\_\_\_\_ 11. Bed and Breakfast, Short Term Rental and Day Care businesses may not operate as a HOME OCCUPATION business. (Obtain the correct application in the Zoning Office).
- \_\_\_\_\_ 12. Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, this Property is not restricted by any recorded covenant, restriction, easement or other document that is contrary to, conflicts with, or prohibits the proposed HOME OCCUPATION use encompassed in this permit application.

**I (we) hereby make application for a Home Occupation at the address listed above. I have read, carefully examined, and fully understand this application. I (we) attest that the proposed Home Occupation business satisfies the definition of a Home Occupation and meets the requirements for a Home Occupation as listed above and fully explained in Section 54-211 of the City of Charleston Zoning Ordinance, which is printed on the reverse side of this application. I am (we are) in compliance with all City of Charleston ordinances relating to this property and my (our) business activities. I (we) understand that this application for Home Occupancy is subject to immediate cancellation if any misrepresentations have been made, any changes in the business activities are made which violate any City of Charleston Ordinance, or if the business is found to be in violation of any of the above requirements. I (we) further understand that by submitting this application for Home Occupation, I (we) voluntarily agree that our property where the Home Occupation activity will take place, can be inspected by the City prior to the issuance of an approval to this application or at any time in the future to verify compliance.**

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Date

**City of Charleston Zoning Ordinance, Sec. 54-211. Home Occupations.**

**Home Occupation. A home occupation shall be defined as an occupation, profession or trade that is customarily conducted within a dwelling by the resident of record, is incidental and subordinate to the principal residential use, and does not constitute a nuisance or adversely affect the use and development of adjoining properties in the neighborhood.**

a. A home occupation business may be established in a dwelling unit, in any zoning district, as an accessory use to the principal residential use, if the intended home occupation business meets the conditions listed below. The business owner must complete and sign a "Home Occupation Application". The completed application shall constitute zoning approval.

1. The home occupation shall be a use that is customarily conducted within a dwelling by the resident of record, is incidental and subordinate to the principal residential use, and does not constitute a nuisance or adversely affect the use and development of adjoining properties in the neighborhood. Home occupations shall include, in general, but not be limited to, personal services such as furnished by an artist, musician, seamstress or instructor. Also, a home occupation may be a business that maintains an office within a dwelling, but conducts business activity at another location away from the dwelling. This includes, but is not limited to, building contractor, lawn care service, painter, pressure washing, interior design, cleaning services, or newspaper delivery. A home occupation shall not include such occupations as adult uses, motor vehicle repairs, motor vehicle rental, motor vehicle sales, beauty parlors, tattooing, tea rooms, tourist homes, bed and breakfasts, rooming or boarding houses, animal kennels or hospitals, physicians, dentists or other offices for diagnosis, prevention, alleviation, or cure of disease or disability, retail businesses, or occupations which have vehicles, other than vehicles as described below, parked or stored at the dwelling.
2. The home occupation shall be clearly incidental to the principal residential use of the property and shall not change the essential residential character of the property.
3. Use of the dwelling for this purpose shall be limited to thirty-three percent (33%) of the existing principal building and up to 650 square feet of an enclosed accessory building.
4. No outside storage shall be used in connection with the home occupation.
5. No electrical, mechanical, or chemical equipment that is not normally a part of domestic or household equipment shall be permitted. There shall be created no dangerous, injurious, noxious or otherwise objectionable fire, explosive or other hazard; noise or vibration; smoke, dust, odor or other form of air pollution; heat, cold or dampness; electromagnetic or other disturbance; glare; liquid or solid refuse or other waste; or other objectionable substance, condition or element.
6. There shall be no exterior display, no exterior storage of materials, no exterior sign, except as permitted by the applicable district regulations, and no other exterior indication of the home occupation or internal or external alterations inconsistent with the residential use or character of the dwelling.
7. Such occupation shall be carried on by a resident, members of his family living on the premises, and no more than one full-time or part-time nonresident employee who works at the residence used for the home occupation. The home occupation may have other employees who are not working at the residence, but work at other offsite locations, if applicable. For the purpose of this section, the term "nonresident employee" includes an employee, business partner, co-owner, or other person affiliated with the home occupation, who does not live at the site, but who may work at the site as a part of the home occupation.
8. Display of products shall not be visible from the street and only articles made on the premises may be sold on the premises.
9. Instruction in music, dancing, art and similar instruction shall be limited to two students at a time.
10. A barber shop or beauty shop with not more than one (1) chair shall be permitted as a home occupation if the other requirements of this Section are met.
11. Passenger vehicles only shall be permitted in connection with the conduct of the home occupation. Passenger vehicles include motorcycles, automobiles, pickup trucks and vans. No truck cabs, or other large trucks or semi-truck trailers shall be allowed.
12. Nothing in this section shall allow zoning approval for a home occupation which creates or causes to be created noises, noxious odors, or conditions injurious to the health, safety, morals, or welfare of the community. The Board of Zoning Appeals- Zoning shall review all appeals to decisions of the Zoning Administrator. Such zoning approval shall be revoked upon a finding that any home occupation established under this Chapter fails at any time to meet the requirements prescribed herein.

In granting the zoning approval for a home occupation, the Zoning Administrator may impose such reasonable and additional stipulations, conditions or safeguards, as deemed necessary to fulfill the purposes and intent of this Chapter.

b. Expiration. The Zoning Permit for a home occupation shall expire under the following conditions:

1. Whenever the applicant ceases to occupy the premises for which the home occupation was issued. No subsequent occupant of such premises shall engage in any home occupation until a new permit has been issued through proper application.
2. Whenever the applicant fails to exercise the use permitted for any period of twelve (12) consecutive months.
3. Whenever in the judgment of the Zoning Administrator, the home occupation exceeds the limitations of this Chapter or the restrictions stated on the zoning approval, a notice which revokes the Home Occupation zoning approval shall be mailed by certified mail to the licensee stating the date the permit