

TOWN OF SUMMERFIELD HOME OCCUPATION APPLICATION

Permit No. _____

A Home Occupation is the operation of a business conducted within a dwelling and carried on by the residents, which is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character of the dwelling or neighborhood. A Home Occupation may be approved if it meets all requirements of the Town of Summerfield Development Ordinance. The Home Occupation Permit obtained from the Town of Summerfield Planning Department does not include any additional local, state, or federal permits or licenses required for a specific business.

Steps to Apply for Home Occupation Permit

- 1: Read Home Occupation Development Standards found in the town of Summerfield Development Ordinance or town of Summerfield Development Bulletin No. 8 - Home Occupation (found on the back of the application). If you feel that you meet all the requirements, proceed to Step 2.
- 2: Complete the application and submit, along with a floor plan drawn to scale, to the Planning Department. Do not send the permit fee. (Average review time is 3 to 5 working days)
- 3: If approved, submit approved application to the Guilford County Planning and Development Department if applicable - Permit Section for permit issuance. This must be done in person. Bring the permit fee, the approved application and the approved floor plan.

Name _____ Phone: _____ Date _____

Address _____ City _____ State _____ Zip Code _____

Tax Map Parcel # _____ Zoning _____

Type of Home (Check One): Site Built or Modular Manufactured (Mobile Home)

Gross Square Footage of Home _____ Square Footage of Home Occupation Area _____

Number of Employees _____ Open to the Public: Yes No Sign: Yes No

Any Planned Alterations to Accommodate Home Occupation: Yes No Describe Alterations _____

Name of Business _____ Type of Business _____

Detailed Description of Business - Include the type of work that will take place in the home, number of employees, materials needed to conduct business, storage of materials, if customers will be coming to the home etc. Attach additional sheets if necessary.

Signature _____ Date _____

I hereby agree to conform to all applicable laws of Guilford County and the State of North Carolina and certify that the information is complete and accurate to the best of my knowledge. I acknowledge that by filling out this application, representatives from Guilford County Planning and Development may enter the subject property for the purpose of investigation and analysis of this request.

DENIED _____ APPROVED _____ APPROVED W/ CONDITIONS _____ NO PERMIT REQUIRED _____

Environmental Health Review Required _____ Permits Required: Mechanical Electrical Construction Plumbing

by _____ Title _____ Date _____

Permit Remarks: _____

The decision of the Enforcement Officer can be appealed to the Town of Summerfield Board of Adjustment within fifteen (15) days following the decision. The appeal shall be filed on the appropriate forms and shall be subject to an application fee.