

Planning and Development Dept. - Permit Application Center

P.O. Box 11706, or 155 Johnston Street
Rock Hill, South Carolina 29731-1706
Phone: 803-329-5590 Fax: 803-329-7228
www.cityofrockhill.com



ZONING HOME OCCUPATION PERMIT

Requires a \$20 permit fee due with the application.

Please complete the following:

Applicant Name: _____ Phone: _____

Business Name: _____

Property Address: _____ Sq. Ft. of Area Used for Business: _____

Mailing Address: _____

Property Owner (if different): _____

Type of Business: _____

In-home day cares must complete the day care section on the back of this form and attach a site plan.

Are there any recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested? For example, is there a mandatory architectural review or homeowner association approval required?

Yes No If yes, please describe restrictions: _____

Are you able to meet all of the requirements for a home occupation from Zoning Code, Section 4-400 (D) listed in the attached checklist?

Yes No If no, please explain: _____

- Please note the City Utilities Department has a policy that the applicant for a home occupation permit must also be a responsible party listed on the utility account at the property address of the home occupation.
- The Rock Hill Housing Authority does not allow in-home daycares at their facilities and any other types of businesses must receive approval before obtaining a home occupation permit. Please contact the RHA at 803-324-6350 for more information.
- If you are renting property, you are responsible for obtaining permission from the property owner. Some apartment complexes do not allow home occupations so please make sure to check with them first. We may call your landlord to verify their approval.

Certifications

The applicant certifies information on this application is true and correct. If any information is false or misleading, the zoning permit shall be considered void. Applicant also attests that there are no recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the activity being requested. Applicant also agrees to the conditions in the Rock Hill Zoning Code and the attached checklist. This permit shall expire six (6) months from approval date if no activity occurs.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY: Date Filed: _____ [] Fee Paid #: _____ *If incomplete, returned:* _____

Current Zoning is: _____ Permit No.: _____

Proposed Use is: [] Permitted [] Conditional Use [] Special Exception [] Prohibited

Zoning Action: [] Approved [] Rejected [] Conditional Approval/or Exemption: _____

[] Building Permit Required? [] Site Inspection Required? [] Forms/Docs Attached: _____

Comments: _____

Planning & Development Director/Designee: _____ Date: _____

Checklist for Home Occupations

Home Occupations are permitted as accessory uses to any principal dwelling unit, provided they meet the requirements of the Zoning Code, Section 4-400 (D), which include the following:

1. **Size/Area:** The business or service is located within the dwelling or an associated accessory building (but not an accessory dwelling unit), and does not exceed thirty percent (30%) of the heated floor area of the principal structure or six hundred (600) square feet, whichever is less.
2. **Employees and Residency:**
 - a. The principal person or persons providing the business or service resides in the dwelling on the premises.
 - b. The home occupation employs no more than one (1) person who does not reside on the premises.
3. **Neighborhood Compatibility [ITEMS a-h, continued on second page]**
 - a. **No change in External Appearance** The home occupation causes no change in the external appearance of the existing dwelling and structures on the property.
 - b. **Use of Vehicles** All vehicles used in connection with the home occupation are of a size, and located on the premises in such a manner, so as to not disrupt the quiet nature and visual quality of the neighborhood, and there are no more than two (2) vehicles per home occupation.
 - c. **Off-street Parking:** There is sufficient off-street parking for patrons of the home occupation with the number of off-street parking spaces required for the home occupation to be provided and maintained in addition to the space or spaces required for the dwelling itself in accordance with Section 6-100, Off-Street Parking and Loading.
 - d. **No Additional Parking Areas in Front Yard** - Home occupation uses shall comply with the front and corner side yard parking standards in Section 6-100(D)(12), Single Family Residential Development.
 - e. **No Advertising:** There are no advertising devices on the property, or other signs of the home occupation, which are visible from outside the dwelling or accessory building.
 - f. **No Outdoor Display or Storage of Goods:** The property contains no outdoor display or storage of goods or services that are associated with the home occupation.
 - g. **No Wholesale or Retail Sale of Goods:** Wholesale or retail sales of goods do not occur on the premises.
 - h. **No Adverse Impacts:** The home occupation does not create traffic or parking congestion, noise, vibration, odor, glare, fumes, or electrical or communications interference which can be detected by the normal senses off the premises, including visual or audible interference with radio or television reception.

Signs for Home Occupations - Section 6-900(G)(1)(a)

A one (1) square foot wall sign may be affixed adjacent to the entrance identifying a home occupation within.

Home-Based Food Production

The health department or SCDHEC has certain requirements for food processing. They define a home-based food production operation as “an individual operating out of the individual’s dwelling, who prepares, processes, packages, stores and distributes non-potentially hazardous foods for sale directly to a person. Home-based food production operations are exempt from SCDHEC regulations. See Section 44-1-143 of SCDHEC food regulations for more information.

Mobile Vendors

Mobile vendors are not required to obtain a home occupation permit. A mobile business usually provides service at the customer’s location and cannot set up at a specific location on a reoccurring basis. Mobile vendors should obtain a Peddler Permit from the Business License office.

In-Home Day Care

In-home day cares may be permitted or conditionally allowed in certain residential zoning districts as shown in Table 4-100(B) from the Zoning Ordinance. If conditionally allowed, they must be able to meet the use-specific standards outlined below from the zoning ordinance.

Please note, the Rock Hill Housing Authority does not allow in-home daycares in their facilities. Please contact the RHHA at 803-324-6350 for more information.

TABLE 4-100(B): TABLE OF ALLOWED USES																					
P = Permitted Use C = Conditional Use S = Special Exception A = Allowed in NMU District Blank Cell = Prohibited																					
Applicable Use Specific Standards Listed in Column on Far Right Where those Use Specific Standards apply only in certain districts, those districts are marked with an asterisk.																					
USE CATEGORY	USE TYPE	RESIDENTIAL							BUSINESS							ADDITIONAL REQUIREMENTS					
		SR-2	SR-3	SR-4	SR-5	SR-6	SR-A AND SR-B	MHP	RH	MIX	ID	NO	DTW	NO	LC		GC	MUC	IG	HI	IB
Day Care	Adult day care center									P										S	
	Child day care center (7 or more persons)/ Preschool in home day care (up to 6 persons)	C	C	C	C	C		S		P	P	P	P	P	P	S	S	S		S	4-300(B)(2)(a) 4-300(B)(2)(b)

1. Attach a Site Plan of your property and include the following information:
 - a. Dimensions of the property lines and structures on the property.
 - b. Location of all buildings (existing and proposed) with distance to property lines shown.
 - c. Location of driveways and parking spaces. Show how traffic will circulate.
 - d. Location of any outdoor play areas showing required fencing around play areas.

2. Outdoor Play Area - If an outdoor play area is provided, it shall be fenced with a solid (opaque) fence at least four (4) feet high.

3. Maximum Size - The zoning ordinance limits in-home day cares to a maximum of six (6) persons receiving care however, in-home day care uses with more than five (5) persons must comply with the standards for such uses listed in the International Building Code.
 - a. How many children will attend the day care? _____
 - b. What are the ages of the children? _____

4. Area used for day care in square feet: _____

5. Will you have an outdoor play area? Yes No

6. Are any other businesses located in your home or on the property? Yes No
If yes, please list them here: _____

7. Number of parking spaces available for your customers: _____
In-home day cares must comply with all applicable standards in Section 6-100, *Off-Street Parking and Loading*.

8. Proposed hours of operation for the day care (ex. Mon. - Fri, 8:00 a.m. - 5:00 p.m.):

9. How will the day care affect traffic and the street system in the area?

10. How will the day care affect adjoining properties and the general public?

