

Planning & Development Department

803-329-7093 / Businesslicense@cityofrockhill.com

Physical (By Appointment Only): 155 Johnston Street, Rock Hill, SC 29730

Mailing: PO Box 11706, Rock Hill, SC 29731-1706

www.cityofrockhill.com



HOME-BASED BUSINESS REQUIREMENTS

General Information About Application

Complete our home-based business application through our Online Services portal at www.cityofrockhill.com/onlineservices.

- The applicant must demonstrate proof of residency at the home office address with a government-issued photo ID.
- The applicant for a home-based business permit must also be a responsible party listed on the utility account at the property address of the home occupation.
- A \$50 permit application fee will be charged, in addition to the business license fee. We will email you an invoice.
- If you rent your home, you are responsible for obtaining permission from the property owner. We may call your landlord to verify his/her approval.
 - Some apartment complexes do not allow home-based businesses, so please check with the management company first.
 - If you rent from the Rock Hill Housing Authority, you must request approval before submitting your application. Please call the Housing Authority at 803-324-6350 for more information. In-home day cares are not allowed.
- Inspections are generally not required for home-based businesses.

Special Requirements for Home-Based Businesses

- **Restrictive Covenants and Deed Restrictions:** Many residential properties have restrictive covenants or deed restrictions that prohibit home-based businesses, so you must look into that before you apply. When you submit your application, you are certifying that you are not aware of any restrictive covenants or deed restrictions that prohibit the business use.

Additionally, if the property is located in a neighborhood with a Homeowners' Association (HOA), you must submit a letter from the HOA that approves the use as part of your application.

- **Use-Specific Standards:** All home-based businesses must meet the use-specific standards that are listed the next couple of pages. When you submit your application, you are certifying that you will abide by these requirements.

In-Home Day Cares

- Please review our [In-Home Day Cares Information Sheet](#)

Home-Based Food Production

- The South Carolina Department of Health and Environmental Control (SCDHEC) has certain requirements for food processing, but home-based food production operations are exempt from those regulations. See [Section 44-1-143](#) of SCDHEC food regulations for more information.

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USE-SPECIFIC STANDARDS FOR HOME-BASED BUSINESSES

1. **Types of Allowed Home-Based Businesses:** Home-based businesses of a limited scale that are generally compatible with a residential setting and do not create adverse impacts to the surrounding neighborhood, such as but not limited to parking congestion, noise, or aesthetics, are generally allowed as accessory to any household living type, provided that they can meet the below use-specific standards.
2. **Types of Prohibited Home-Based Businesses:** Business types that are not generally consistent with a residential setting and/or would be expected to create adverse impacts to the surrounding neighborhood, such as but not limited to parking congestion, noise, or aesthetics, are prohibited. The following are examples of businesses that are prohibited for those reasons:
 - i. Automotive service uses
 - ii. Any performance of invasive procedures (acupuncture, tattooing, body piercing, and the like), even if the person performing the procedure is licensed to do so
 - iii. Restaurants
 - iv. Bars
 - v. Private clubs
 - vi. Commercial animal care uses
 - vii. Wholesale or retail sales, unless they occur only online
 - viii. All industrial uses
3. **Size:** The home-based business cannot exceed 30% of the heated floor area of the principal structure or 600 square feet, whichever is less.
4. **Residency:** The principal owner of the home-based business must be a permanent resident of the dwelling.
5. **Sales are Limited:** The retail or wholesale sale of goods cannot occur on the premises, except that a direct sales business (such as but not limited to Tupperware or Avon) may host one sales event per month in the home.

Additionally, Internet sales are allowed for any home-based business.
6. **Services are Limited:** The home-based business may offer limited services on site, such as tax preparation, provided that only one customer is served at one time.
7. **Employee Interactions are Limited:** While a home-based business may employ any number of people, the business operator may meet with only one employee at a time at the residence.
8. **No Outdoor Storage of Materials:** The home-based business cannot store materials or other evidence of the business outside.

9. No Change in External Appearance: The home-based business cannot cause a change in the external appearance of the existing dwelling and structures on the property.

10. Use of Vehicles:

- **Number of allowed vehicles:** Home-based businesses are restricted to keeping no more than two vehicles used in the course of the business on site at any time. For the purpose of this calculation, trailers count as a vehicle.
- **Allowed types of vehicles, and allowed parking locations:** The following types of vehicles are allowed, in the following locations:

TYPE OF VEHICLE ALLOWED	LOCATION ALLOWED
A regular passenger vehicle typically seen in residential settings such as a sedan, sports utility vehicle, van (mini- or full-sized), or pick-up truck; or An enclosed or open trailer that is less than 15,000 pounds gross weight, 20 feet in length, and 9 feet in height	A paved vehicle use area such as a driveway; or On an unpaved surface, provided that it is located behind the front plane of the house in a side or rear yard.
Cabs from tractor trailers; or If the parcel is more than 0.5 acres, the trailer component of a tractor trailer or any other vehicle that is larger than 15,000 pounds gross weight, or 20 feet in length, or 9 feet in height.	On a paved or unpaved vehicle use area, provided that it is located behind the front plane of the house in a side or rear yard and is at least 10 feet off all property lines.

Prohibited parking locations for all vehicle types include any location that causes pedestrian obstructions (such as blocking a sidewalk) or traffic visibility issues, as well as along the street.

11. Permitted Signage: A one-square-foot wall sign may be affixed adjacent to the entrance identifying a home-based business within. No permit is required for this sign.

12. Permit: A home-based business requires a home-based business permit.