



Greenville County

Building Safety Division

Greenville County Square 301 University Ridge, Suite 4100
Greenville, SC 29601 - 3660
(864) 467 - 7060

Home Occupation Application Guidelines

We recommend you contact the Zoning Department at 864-467-7425 to verify your use is permitted before submitting your application.

Home Occupations: Occupations, professions, or trades customarily carried on by occupants of dwelling units as secondary uses which are clearly incidental to use of dwelling units for residential purposes.

1. Submit Home Occupation Application (attached) to the Permits Office.
2. The Home Occupation Application requires the applicant's initials on the first page (Conditions for Home Occupations) and completion of the bottom portion of the second page (Allowable Home Occupations) with the applicant's printed name and signature.
3. The Home Occupation Application requires completion of the following items:
 - Complete the top portion.
 - Provide a **Tax Map No.** for the property. Your number must be placed on both applications. The property owner may obtain this number by reviewing their tax receipts, deed or through Real Property Services (864)467-7300; or, by internet: (<http://www.greenvillecounty.org/appsAS400/RealProperty/>)
 - State your proposed use/give detail of business/description of project.
 - A valid **Permit Contact** is required on the Home Occupation Application.
 - Provide directions from a main road on the Home Occupation Application.
 - Sign and date all forms.
4. **If you are not the property owner**, you must provide Greenville County a letter from the landlord/legal owner stating both that you reside at the specified location and giving you permission to have the business/business type at that location.
5. Once a complete application is received and fee paid, a Final Zoning Inspection will be scheduled. *If an application is found to be incomplete, the applicant will be notified and no approvals will be issued until a complete application is received.*
6. Upon review by Zoning Administration and approval of a Final Zoning Inspection, a Certificate of Use will be mailed to the business location. This Certificate is not transferable and can not be duplicated for any other use or any other location.
7. The Zoning Review, Application, Inspection, Certificate of Use; **total fee is \$50.00.**

***Please be aware that there may be certain accessibility requirements for your business. Find the ADA guide at <http://www.ada.gov/smbusgd.pdf>.**

Home Occupation Application

(Conditions for Home Occupations)

Home Occupation

From Section 6:2(13) of the Greenville County Zoning Ordinance

Occupations, professions, or trades customarily carried on by occupants of dwelling units as secondary uses which are clearly incidental to use of dwelling units for residential purposes are allowed as accessory uses in districts where dwelling units are permitted or permissible, subject to the following conditions:

- A. Not more than one person who is not a member of the applicant's immediate family and who is not a resident in the applicant's home may be employed.
- B. Home occupations shall be conducted only within principal structures.
- C. An area equal to not more than 25 percent of the floor area of the principal structure may be utilized for home occupational purposes.
- D. The occupation shall not involve the on-site retail sale of merchandise manufactured off the premises except for products related directly to the service performed such as beauty products.
- E. No display of merchandise shall be visible from the street.
- F. No outdoor storage shall be allowed in connection with any home occupation.
- G. No alteration of the residential character of the premises may be made.
- H. The occupation shall not be a nuisance or cause any undue disturbance in the neighborhood.
- I. No sign shall be permitted except one non-illuminated nameplate not more than 2 square feet (i.e. 1' x 2') in area mounted flat against the wall of the principal building in which the occupation is conducted.

Off-street parking shall be provided in accordance with the provisions set forth in Table 12.1, Off-street Parking Requirements.

Initials: _____ Date: _____

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Phone (864) 467-7060

HOME OCCUPATION BUILDING/ZONING APPLICATION (To obtain a Certificate of Use and/or Occupancy)

We recommend you contact the Zoning Department at
864-467-7425 to verify your use is permitted before submitting your application.

Please provide your initials if you are submitting without verification that your use is permitted: _____

Proposed Business Name:			
Exact Address of Property:		City:	State & Zip:
Lot/Unit No.:	Tax Map No.:		
Building Gross Sq. Ft.:		Sq. Ft. of Space to be Used:	
Home Occupation Type:			
Exact Directions to Property/Building:			
Permit Contact Name:		Phone:	
Permit Contact Email:			
Property Owner Contact:		Phone:	
Mailing Address:			
E-Mail Address:			

Are there Recorded Private Covenants and/or restrictions that are contrary to or conflict with or prohibit the proposed request?

Yes No If yes, a copy of the Private Covenants and restrictions must be submitted with this application.

IF PROPERTY IS IN A ZONED AREA OF THE COUNTY,
ZONING WILL BE VERIFIED AND ALL REQUIREMENTS MUST COMPLY WITH THE ZONING ORDINANCE.

The applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application; 2) That he/she has read the above information and it is true and correct; 3) That he/she will comply with all County of Greenville ordinances, laws and regulations, all State and Federal Laws and regulations regulating the use of land and structures and the construction of structures; 4) That he/she will perform only the work or occupy as outlined at the property indicated above; 5) That he/she grants the right of entry to the property to the Building Official or employees of the County of Greenville for the purpose of inspections, and posting of notices. If any of the information supplied by the owner and/or owner's agent is incorrect, the Permit/Certificate of Occupancy may be revoked.

This application shall not be construed as authority to violate, alter or set aside any of the provisions of the Building Code and any other applicable laws or ordinances, nor shall the issuance of a permit prevent the Building Official from requiring correction of errors in construction documents or of violations of the Building Code of the County of Greenville, South Carolina.

This Application is permission to proceed with the project in accordance with the Zoning Ordinance and shall not be construed as authority to violate, alter or set aside any of the provisions of the Building Code and any other applicable laws or ordinances, nor shall the issuance of this permit prevent the Building Official or Zoning Administrator from requiring correction of errors in project documents or of violations of the Building Code or Zoning Ordinance of the County of Greenville, South Carolina.

THIS APPLICATION WILL BE DEEMED TO HAVE BEEN INVALID 180 DAYS AFTER THE FILING DATE, UNLESS A PERMIT HAS BEEN ISSUED. PLANS WILL BE DISPOSED OF AND RE-SUBMITTAL WILL BE REQUIRED.

Any information and documents submitted to the County of Greenville, for the purpose of Construction Document review and approval, becomes subject to the South Carolina Freedom of Information Act (SC Code of Laws, 1976 as amended, Title 30, Chapter 4) and may be subject to public inspection and review.

DATE: _____ BY OWNER/AUTHORIZED AGENT: _____

DATE: _____ REVIEWED/APPROVED BY ZONING OFFICIAL: _____ ZONING DISTRICT: _____

Permit No. _____ Cost of Permit: \$ _____

NOTES: _____

Home Occupation Application

(Allowable Home Occupations)

The following home occupations shall be permitted. The Board of Zoning Appeals in accordance with the provisions of Article 3 and the aforementioned requirements may permit other home occupations.

Barber / Beautician
Child day care home
Home-based food production operations (as covered under Section 44-1-143 of the State of South Carolina Code of Laws, commonly known as the Cottage Food Law)
Instruction and Tutoring, such as
Academic Tutor
Music Teacher
Dance Instructor
Internet retail sales
Locksmith
Manufacturer's representative
Notary (Public)
Photographer
Professional Consultant, such as
Accountant and bookkeeper
Attorney
Insurance agent
Information technology professional
Residence as business mailing address
Secretarial Service
Tailoring

Day Care Home - A residential home that serves as a personal care facility for 5 or less persons. Only those residing in the home may be involved in the day-to-day operation of the adult / childcare home. (*Personal care service* – The care of persons who do not require chronic or convalescent medical or nursing care. Personal care involves responsibility for the safety of the persons while at the home.)

Proposed Business Name: _____

Home Occupation Type: _____

Signature: _____ Date: _____

Print Name: _____