Greenville County
Planning and Zoning
Greenville County Square
301 University Ridge, S-3200
Greenville, SC 29601
(864) 467–7425

Home Occupation Application Guidelines

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

1. Go to eTRAKiT
2. Create an Account
   https://grvlc-trk.aspgov.com/eTRAKiT/login.aspx?lt=either&rd=~/PermitApplication/step1.aspx&activityNo=
3. Permits select Apply / New Permit
4. Permit Type select Home Occupation
5. The Home Occupation requires the applicant to accept Conditions for Home Occupations and Allowable Home Occupations.
6. The Home Occupation submission requires completion of the following items:
   - Complete fields
   - Provide a **Tax Map No.** for the property. 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.
7. **If you are not the property owner**, you must provide Greenville County with a letter from the landlord/legal owner stating you reside at the specified location and permitting you to have the business/business type at the location and attach it to the online application.
8. Once a completed and fee is 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.*
9. Upon review by the 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 cannot be duplicated for any other use or another location.
10. The Zoning Review, Online Application, Inspection, Certificate of Use; **total fee is $120.00**.

    *** Please be aware that there may be certain accessibility requirements for your business. Find the ADA guide at** https://archive.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 non-resident may be employed on site.

B. Home occupations shall be conducted only within principal structures unless otherwise specified.

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 (see exceptions below).

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.

J. No more than three clients, patients, or pupils, excluding day care clients, may be present on the property at one time.

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.

Artist*
Barber / Hairdresser
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
Massage Therapy
Manufacturer's representative
Notary (Public)
Photographer
Professional Consultant, such as
Accountant and bookkeeper
Attorney
Insurance agent
Information technology professional
Real Estate Professional
Residence as business mailing address (Home Office)
Secretarial Service
Small-scale Urban Farming*
Tailoring

*Specified uses are not limited to the confines of the principle structure and may utilize up to 25% of the parcel area.

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 be 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.)