

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



HOME-BASED BUSINESS APPLICATION

\$20 permit application fee

Please complete the following:

Applicant Name: _____ Phone: _____

Business Name: _____

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

Mailing Address: _____ E-mail address: _____

Property Owner (if different): _____

Proposed Type of Business: _____

Proposed Business Activities at This Location: _____

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-based business listed in the attached checklist?

Yes No If no, please explain: _____

For in-home day cares, have you attached a site plan showing how you will meet the listed requirements? Yes No

Certifications

By signing below, the business owner certifies the following:

- The information on this application is true and correct. If any information is false or misleading, the zoning permit is considered void.
- 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.
- I agree to meet all requirements set forth in the attached checklist at all times.
- I agree to abide by all federal, state and local laws, regulations, and ordinances.
- I understand that this certificate expires six months from approval date if any required building permits are not obtained by then, and/or no business activity occurs on the site by then.
- I understand that I must remit all City license fees and taxes.

Signature of Applicant: _____ **Date:** _____

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

Primary use of the property (single-family detached, single-family attached, or multi-family)? _____

Permit No.: _____ **Zoning Action:** [] Approved [] Not Approved

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

Comments: _____

Planning & Development Director/Designee: _____ Date: _____

General Information

- 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 RHHA 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.

Checklist for Home-Based Businesses Other Than In-Home Day Cares

Home-based businesses other than in-home day cares are allowed as an accessory use to any principal dwelling unit, provided that they meet the following requirements:

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 requirements.
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:
 - Automotive service uses
 - Any performance of invasive procedures (acupuncture, tattooing, body piercing, and the like), even if the person performing the procedure is licensed to do so
 - Restaurants
 - Bars
 - Private clubs
 - Commercial animal care uses
 - Wholesale or retail sales, unless they occur only online
 - 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. **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.
11. **Offices within an Accessory Dwelling Unit:** Offices for home-based businesses are allowed within an accessory dwelling unit. No other types or components of home-based businesses are allowed to take place within an accessory dwelling unit.

12. 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.

In-Home Day Care

In-home day cares are allowed only when the primary use of the property is a single-family detached residence, not single-family attached (such as a townhouse) or multi-family (such as an apartment building). At a single-family residence, the following requirements must be met:

1. **Number of People Receiving Care:** In-home day cares are allowed to serve up to five children or adults who are not dependents of the caregiver and who do not live on site.
2. **Outdoor Play Area:** If an outdoor play area is provided, it must be fenced with a solid fence at least four feet high.
3. **Parking:** Three off-street parking spaces are required.

Please provide a site plan showing how you will meet these requirements.

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.

Daycares are also required to be registered with the Department of Social Services (DSS) Child Care Licensing division. For more information visit <http://www.schildcare.org/departments/child-care-licensing.aspx> or call 803-898-9001.

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-based business 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.

Mobile car wash businesses must also get a permit from SCDHEC for vehicle wash water discharges. You can find more information online at <http://www.scdhec.gov/environment/docs/g750000.pdf> or call 803-285-7461.