



City of Lincolnton Customary Home Occupation Application

Applications, plat and/or drawings may be returned by fax, mail, email or in person to:

City of Lincolnton Planning Department
114 West Sycamore Street (PO BOX 617)
Lincolnton, NC 28093

Email: bhicks@lincolntonnc.org Phone: 704.736.8930

Office Hours: Monday-Friday – 8:30 a.m. to 5 p.m.

Permit Required – \$50.00. Payable by cash, check or credit/debit card. Checks should be made payable to the City of Lincolnton.

Name of Applicant: _____

Address Where Home Occupation will be conducted: _____

Parcel ID # (if known): _____

Phone: _____ Email: _____

- ▶ **THE HOME OCCUPATION SHALL CLEARLY BE INCIDENTAL & SUBORDINATE TO THE RESIDENTIAL USE, SHALL NOT CHANGE THE RESIDENCE CHARACTER AND SHALL BE LIMITED TO 25% OF THE AREA. IN ADDITION ONLY (1) NONRESIDENT MAY WORK IN THE HOME OCCUPATION.**
- ▶ **NO ACCESSORY BUILDINGS OR OUTSIDE STORAGE SHALL BE USED IN CONNECTION WITH THE HOME OCCUPATION.**
- ▶ **ONLY MADE OR RECONDITIONED ITEMS MAY BE SOLD. PROHIBITED: DISPLAY OF PRODUCTS VISIBLE FROM THE OUTSIDE. CHEMICAL, MECHANICAL OR ELECTRICAL EQUIPMENT WHICH CREATES ODORS, LIGHT EMISSIONS, NOISES OR INTERFERENCE IN RADIO OR TELEVISION RECEPTION.**
- ▶ **NO TRAFFIC OR PARKING SHALL BE GENERATED BY THE HOME OCCUPATION IN GREATER VOLUMES THAN NORMALLY EXPECTED IN A RESIDENTIAL NEIGHBORHOOD. HOURS OF OPERATION SHALL BE LIMITED TO 7:00 A.M. AND 9 P.M.**
- ▶ **TUTORING OR HOME INSTRUCTION CLASSES SHALL BE LIMITED TO A MAXIMUM OF (6) STUDENTS AT A TIME.**
- ▶ **ALL CUSTOMARY HOME OCCUPATIONS SHALL REQUIRE A CERTIFICATE OF COMPLIANCE BY THE ADMINISTRATOR.**
- ▶ **SIGNAGE: (1) NONILLUMINATED SIGN MOUNTED FLUSH TO DWELLING NOT MORE THAN (2) SQUARE FEET IN AREA OR (1) FREESTANDING SIGN UP TO (2) SQUARE FEET AND NOT HIGHER THAN (5) FEET ERECTED IN FRONT YARD NOT CLOSER TO THE STREET THAN A LINE LOCATED EQUIDISTANT BETWEEN THE FRONT OF THE DWELLING AND THE STREET RIGHT OF WAY. MAY NOT BE LOCATED IN THE SIGHT TRIANGLE.**

Note: A zoning permit and a Certificate of Compliance are required from the City of Lincolnton Planning Department to open a Customary Home Occupation. Once a permit is issued and the Home Occupation has begun, contact the City of Lincolnton Planning Department to schedule an inspection for a certificate of compliance. All Customary Home Occupation guidelines must be met for certificate of compliance

By signing below you acknowledge your understanding and agree to abide by the above restrictions. Failure to comply could result in a revocation of the permit.

Applicant Signature

(For Office Use Only)
PID# _____
Permit# _____