



Development Services
 Planning Division
 305 Chestnut Street
 PO Box 1810
 Wilmington, NC 28402-1810

910 254-0900
 910 341-3264 fax
 wilmingtonnc.gov
 Dial 711 TTY/Voice



Application – HOME OCCUPATION

APPROVED BY: _____ PERMIT NO. _____ DATE: _____

NOTE:

- ❖ Only one (1) person other than members of the family residing on the premises shall be engaged in such occupation.
- ❖ There shall be no change in the outside appearance of the building.
- ❖ No traffic shall be generated by such greater than would be normally expected in a residential neighborhood, and any need for parking shall be met off-street.
- ❖ A privilege license is required (contact City of Wilmington, Collections Department, 305 Chestnut Street, 910-343-3670).
- ❖ Attached is Section 18-279, Home Occupation, from the City of Wilmington Land Development Code.

Please type or print

1) **APPLICANT NAME:** _____

ADDRESS: _____

TELEPHONE NUMBER: _____ **FAX:** _____

2) **ARE YOU THE PROPERTY OWNER?** YES _____ NO _____
 *If you are not the owner of the property, please attach a letter of permission.

3) **TYPE OF BUSINESS:** _____

EQUIPMENT TO BE USED: _____

4) **TOTAL SQUARE FOOTAGE OF PRINCIPAL DWELLING:** _____
 *No Home Occupation can be permitted in the accessory structures.

5) **TOTAL SQUARE FOOTAGE TO BE USED FOR THE HOME OCCUPATION** _____
 *Up to 25% of heated square footage, but no more than 400 square feet, is permitted.

6) **ESTIMATED NUMBER OF CUSTOMERS:** _____
OFF-STREET PARKING? YES _____ NO _____

7) **SIGN PERMIT?** YES _____ NO _____

*One sign not to exceed 2 ¼ square feet, non-illuminated and mounted flat against the wall, is permitted.
 Must submit sign permit along with application.

8) **Separation Requirement Met:** Yes _____ NO _____

Reviewed By: _____ (This applies to Bed & Breakfast only.)

Planning

Engineering

Transportation

(910) 254-0900
 (910) 341-3264 fax

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