

**If you intend to use your home occupation to do business in Charlotte you will need to do the following:**

- **Step 1:** Apply for a Home Occupation Permit which is available at Town Hall.
- **Step 2:** Call Mecklenburg County/City of Charlotte to confirm the requirements of a business license (704) 336-7600.
- **Step 3:** Go to the Hal Marshal Services Center - 700 N. Tryon St. Charlotte, NC 28202 and complete an application, and it will be sent to the Mecklenburg County/Charlotte Zoning counter.
- **Step 4:** An inspection of the property is required. After the inspection is done, the zoning staff will release zoning approval in the Tax office database and the customer would have both their home occupation permit and Mecklenburg County/Charlotte business license.
  - **Fees**
    - Town of Huntersville - Home Occupation
      - \$25
    - Mecklenburg County/City of Charlotte - Business License
      - Vary depending on the type of business.
    - LUESA - Inspection
      - \$115

**\*Mecklenburg County and the City of Charlotte processes included in this brochure are subject to change and should be verified through Mecklenburg County/City of Charlotte.**

## Important Contact Information

Town of Huntersville Planning Department

704-875-7000

Mecklenburg County  
&  
City of Charlotte  
Zoning Department

704-336-7600

Mecklenburg County - Land use &  
Environmental Services Agency (LUESA)

704-432-2520



Town of Huntersville  
PO Box 664  
105 Gilead Road, Third Floor  
Huntersville NC 28070  
Phone: 704-875-7000  
Fax: 704-992-5528  
[www.huntersville.org](http://www.huntersville.org)

The Town of Huntersville Zoning Ordinance is available online at [www.huntersville.org](http://www.huntersville.org) (click on *Departments*, then *Planning*, then *Zoning and Subdivision Ordinance*.) You can find Home Occupation requirements in Article 9 of the Zoning Ordinance.

# A Guide to Home Occupation



**Planning Department**

Phone: 704-875-7000  
Web site: [www.huntersville.org](http://www.huntersville.org)

# Home Occupation

- A home occupation is a business, profession, occupation, or trade which is conducted within a residential building or accessory structure for the economic gain or support of a resident of the dwelling, and which is incidental and secondary to the residential use of the building.

## \*Home Occupation Process

- For a Huntersville resident to get a home occupation permit they will need to do the following:
  - **Step 1:** Complete a permit application at Huntersville Town Center. Huntersville staff will issue zoning approval of the permit. The applicant will then need to go to Land Use & Environmental Services Agency (LUESA North) to request an inspection.
  - **Step 2:** After the inspection is done, LUESA zoning staff will release zoning approval in the Tax Office database.
  - **Fees**
    - Town of Huntersville - Home Occupation
      - \$25
    - LUESA - Inspection
      - \$115

\* Please contact other municipalities located in Mecklenburg County before conducting business within their Jurisdiction limits, as business license may be required.

## Home Occupation Requirements for the Town of Huntersville

1. The home occupation must be clearly incidental to the residential use of the dwelling and must not change the essential residential character of the dwelling.
2. A home occupation conducted in an accessory structure shall be housed only in a garage or other accessory structure typically associated with a dwelling.
3. The use shall employ no more than one person who is not a resident of the dwelling.
4. A home occupation housed within the dwelling shall occupy no more than 25% of the total floor area of the dwelling.
5. There shall be no visible outside display of stock in trade which is sold on the premises.
6. There shall be no outdoor storage or visible evidence of equipment or materials used in the home occupation, excepting equipment or materials of a type and quantity that could reasonably be associated with the principal residential use.
7. Operation of the home occupation shall not be visible from any dwelling on an adjacent lot, nor from a street.
8. Only vehicles used primarily as passenger vehicles will be permitted in connection with the conduct of the home occupation.

## Home Occupation Requirements (Continued)

9. The home occupation shall not utilize mechanical, electrical, or other equipment which produces noise, electrical or magnetic interference, vibration, heat, glare, or other nuisances outside the dwelling or accessory structure housing the home occupation.
10. Home occupations shall be limited to those uses which do not draw clients to the dwelling on a regular basis.
11. Outdoor kilns used for the firing of pottery shall be provided with a semi-opaque screen to obstruct the view from the street and from adjacent properties located in residential districts, shall have a secured work area, and shall be a minimum of 10 ft. from abutting property lines.
12. No business identification or advertising signs are permitted.

