

HOME-BASED BUSINESS PERMITS

A business license will not be issued for a home-based business until the Home-Based Business Application has been submitted to and approved by the Planning Department. If you are renting the home, a notarized letter from the homeowner granting permission for the business to operate on the property must be attached to the permit application.

A home occupation shall be permitted in any residential district, provided:

- Profession or trade is carried on wholly within the principal building.
- No more than 25% of the floor area of the principal building is used for the conduct of the home occupation.
- No merchandise or articles on display for advertising purposes, nor are they displayed in a way as to be visible from outside the dwelling.
- No merchandise or articles stored other than inside the principal building.
- produces no alteration or change in the character or exterior appearance of the premises or principal building from that of a dwelling;
- is compatible with a quiet residential environment;
- No other person conducts a home occupation except members of the household residing on the premises.
- The occupation shall not be a nuisance or cause any undue disturbance in the neighborhood
- Allows for no traffic to be generated by the home occupation at a greater volume than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of the home occupation shall be met off the street and other than in a required front yard.
- Home occupation cannot be used as storage for vehicles not in use by the home occupant.
- Before receiving a business license, a home occupation permit shall be completed.
- Annual renewal of the home occupation permit shall coincide with business license renewal and shall consist of completing a home occupation permit and undergoing review by the zoning administrator.
- No home occupation activity is being conducted in an approved accessory building.
- It will not involve the retail sale of merchandise manufactured off the premises except for products related directly to the service performed.
- No sign shall be permitted except one non-illuminated nameplate not more than two square feet in area mounted flat against the wall of the principal building in which the occupation is conducted.
- No major mechanical equipment shall be installed or used for domestic or professional purposes. No home occupation or equipment used in conjunction with a home occupation may cause unhealthy or unsightly conditions, odor, smoke, dust, glare, traffic hazard, vibration, excessive, disturbing, or offensive noise, electrical interference, or fluctuation in voltage that is perceptible beyond the lot line. No hazardous substances may be used or stored in conjunction with a home occupation;
- Meets all applicable fire and building code requirements, as determined by the Building Official or his/her designee, before the commencement of operation and at all times thereafter.

- No activities associated with the home occupation will be allowed outside the structure in which the home occupation is permitted.
- Customers, Clients, and Patients shall visit the site of a home occupation only during the hours of 7:00 a.m. to 8:00 p.m., and
- Any other reasonable development and performance standards imposed by the Zoning Board of Appeals as a means of ensuring land use compatibility.

PERMITTED USES OF A HOME OCCUPATION

The following home occupations shall be permitted. The Zoning Board of Appeals may permit other home occupations in accordance with the requirements:

Accountant and Bookkeeping	Photographer
Attorney	Professional Consultants
Barber	Secretarial Services
Beautician	Sewing & Tailoring
Child Care in Home	Tax Consultants
Dance Instructor	Tutoring
Dress Making	Typing
Insurance Agent	Music Teacher
Ironing	Interior Designer
Manufacturer's Representative	Architect
Notary Public	Artist

HOME OCCUPATION EXCLUSIONS.

The following activities shall not in any case qualify as home occupations:

1. Vehicle/equipment repair, rental, or sales. Any repair, rental, sales, or assembly of vehicles or equipment with internal combustion engines (such as autos, motorcycles, scooters, snowmobiles, outboard marine engines, lawn mowers, chain saws, and other small engines) or of commercial appliances (household appliances not included in this definition) or any other work related to automobiles and their parts is prohibited as a home occupation.
2. Restaurants. Restaurants and food service establishments are not allowed as home occupations.
3. Employee dispatch centers. Dispatch centers, where employees come to the site to be dispatched to other locations, are not allowed as home occupations.
4. Animal care, breeding for profit, breeding more than one litter per year for sale purposes, or boarding. Animal care or boarding facilities (including animal hospitals, kennels, stables, and all other types of animal boarding and care facilities) are not allowed as home occupations.
5. Medical clinics, laboratories, research centers, urgent/emergency care, convalescent care, hospitals, facilities providing surgical and procedural diagnostic services, inpatient care, and similar medical facilities.
6. Funeral home.
7. Tow Trucking Companies. No tow vehicles are allowed as part of a home occupation.
8. Other uses determined by the Zoning Board of Appeals to have a detrimental effect on the surrounding neighborhood.



Town of South Congaree
119 West Berry Road
West Columbia, SC 29172
803-755-2760

HOME-BASED BUSINESS APPLICATION

Form
HBB-2020-01

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 that 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

General Information

- Please note the Town 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.
- In-home daycares and any other types of businesses must receive approval before obtaining a home occupation permit. If you are renting property, you are responsible for obtaining the property owner's permission. Some apartment complexes do not allow home occupations, so please check with them first. We may call your landlord to verify their approval.

Checklist for Home-Based Business Other Than In-Home Day Care

A Home Occupation is any use conducted entirely within the dwelling and carried on by the occupants thereof, which use is clearly incidental and secondary to the use of the dwelling for residential purposes. Please initial that you have read each item on the checklist.

____ **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 an accessory to any household living type, if they can meet the following 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 not permitted for those reasons:

- Vehicle/equipment repair, rental, or sales.
- 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
- Employee dispatch centers.
- Animal care, breeding for profit.
- Medical clinics, laboratories, research centers, urgent/emergency care, convalescent care, hospitals, facilities providing surgical and procedural diagnostic services, inpatient care, and similar medical facilities.
- Funeral Homes
- Towing Truck Companies.
- Other uses as determined by the Zoning Board of Appeals to have a detrimental effect on the neighborhood

_____ **3. Size:** The home-based business cannot exceed 25% of the heated floor area of the principal structure or 600 square feet, whichever is less.

_____ **4. Residency:** The home occupation is conducted solely by household members residing on the premises.

_____ **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 on-site services, such as tax preparation, provided that only one customer is served at a 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 the home.

_____ **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. No signage, displays, equipment, or storage of any type is allowed in the yard or exterior of the dwelling.

_____ **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. Merchandise Display:** No merchandise or articles are displayed for advertising purposes, nor are they displayed in a way that is visible from outside the dwelling.

_____ **12. No major mechanical equipment:** The home-based business cannot install or use any major mechanical equipment for domestic or professional purposes.

_____ **13.** The occupation, profession, or trade is appropriately licensed and generates no noise, glare, heat, vibration, smoke, dust, or odor perceptible to adjacent uses.

_____ **14.** The home occupation shall meet all conditions outlined in the Town of South Congaree's Ordinances.

_____ **15. Use of Vehicles:**

- **Number of allowed vehicles:** Home-based businesses allow for no traffic to be generated by the home occupation at a greater volume than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of the home occupation shall be met off the street and other than in a required front yard.

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 three 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. **Daycares:** Are required to be registered with the Department of Social Services (DSS) Child Care Licensing division.

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 that are contrary to, conflict with, or prohibit the activity being requested.
- I agree to meet all requirements outlined in the attached checklist.
- I agree to abide by all federal, state, and local laws, regulations, and ordinances.
- I understand that this certificate expires six months from the 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 Town license fees and taxes.

Signature of Applicant: _____ Date: _____

THIS PERMIT IS NOT VALID UNTIL THE BUSINESS LICENSE FEE HAS BEEN PAID.

☐ **Approved** Date: _____ By: _____

Comments:

☐ **Denied** Date: _____ By: _____

Comments:
