



# Greenville County

## Building Safety Division

Greenville County Square 301 University Ridge, Suite 4100  
Greenville, SC 29601 - 3660  
864/ 467 - 7060

## Home Occupation Application Guidelines

(Home Daycare, Accounting, Consulting, Barber/Beautician, Insurance agent, etc)

1. **Tax Map No.** for the property. Your number must be placed on both applications. The property owner may obtain this number by reviewing their tax receipts, deed or through Real Property Services 864- 467-7300; or, by internet: [www.greenvillecounty.org/vrealpr24/clrealprop.asp](http://www.greenvillecounty.org/vrealpr24/clrealprop.asp) )
2. Submit [Commercial Building Permit Application](#), and [Zoning Application](#)
3. Complete the top portion of both Building and Zoning Applications. Explain exactly your intended use/give detail of business/description of project. Complete directions from a main road on at least one application. Sign and date both Building and Zoning Applications. On the Commercial Building application, you will find PERMIT CONTACT: please print your name and give a good contact number.
4. The last form is an explanation of zoning, you must read, sign, print, date and return before the issuance of a Home Occupation permit.
5. **If you are not the property owner**, you must provide Greenville County a letter from the landlord/legal owner giving you permission to have the business at the specified location.
6. You may submit the 3 required signed forms by fax 864-467-7407 to be reviewed, or bring them to the above address. Once the applications have been approved, a permit technician will notify the name listed under PERMIT CONTACT. During the zoning review, you may receive a call with questions or concerns.
7. The ONLY required inspection will be zoning. This will be scheduled for you when you pick up and pay for your permit.
8. You will receive by mail a Certificate of Use. This Certificate is not transferable; nor can it not be duplicated for any other use or any other location.
9. The Zoning Review, Application, Inspection, Certificate of Use; **total fee is \$30.00**.

**\* Please be aware that there may be certain accessibility requirements for your business. Find the ADA guide at <http://www.ada.gov/smbusgd.pdf>.**

**Greenville County Zoning Ordinance, Table 6.1, Uses Permitted,  
Uses by Special Exception and Conditional Uses**

**(13) Home Occupation**

Occupations, professions, or trades customarily carried on by occupants of dwelling units as secondary uses which are clearly incidental to use of dwelling units for residential purposes are allowed as accessory uses in districts where dwelling units are permitted or permissible, subject to the following conditions:

- A. Not more than one person who is not a member of the applicant's immediate family and who is not a resident in the applicant's home may be employed.
- B. Home occupations shall be conducted only within principal structures.
- C. An area equal to not more than 25 percent of the floor area of the principal structure may be utilized for home occupational purposes.
- D. The occupation shall not involve the retail sale of merchandise manufactured off the premises except for products related directly to the service performed such as beauty products.
- E. No display of merchandise shall be visible from the street.
- F. No outdoor storage shall be allowed in connection with any home occupation.
- G. No alteration of the residential character of the premises may be made.
- H. The occupation shall not be a nuisance or cause any undue disturbance in the neighborhood.
- I. No sign shall be permitted except one non-illuminated nameplate not more than 2 square feet (i.e. 1' x 2') in area mounted flat against the wall of the principal building in which the occupation is conducted.

Off-street parking shall be provided in accordance with the provisions set forth in Table 12.1, Off-street Parking Requirements.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

## Greenville County Zoning Ordinance, Table 6.1, Uses Permitted, Uses by Special Exception and Conditional Uses

The following home occupations shall be permitted. The Board of Zoning Appeals in accordance with the provisions of Article 3 and the aforementioned requirements may permit other home occupations.

<b>Barber / Beautician</b>
<b>Child day care home</b>
<b>Home-based food production operations (as covered under Section 44-1-143 of the State of South Carolina Code of Laws, commonly known as the Cottage Food Law)</b>
<b>Instruction and Tutoring, such as</b>
Academic Tutor
Music Teacher
Dance Instructor
<b>Internet retail sales</b>
<b>Locksmith</b>
<b>Manufacturer's representative</b>
<b>Notary (Public)</b>
<b>Photographer</b>
<b>Professional Consultant, such as</b>
Accountant and bookkeeper
Attorney
Insurance agent
Information technology professional
<b>Residence as business mailing address</b>
<b>Secretarial Service</b>
<b>Tailoring</b>

**Day Care Home** - A residential home that serves as a personal care facility for 5 or less persons. Only those residing in the home may be involved in the day-to-day operation of the adult / childcare home. (*Personal care service* – The care of persons who do not require chronic or convalescent medical or nursing care. Personal care involves responsibility for the safety of the persons while at the home.)

Proposed Business Name: \_\_\_\_\_

Home Occupation Type: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_