

# Live-Work Permit Application

## Zoning Permit

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



This form is required when seeking approval of a Live-Work use as referenced in Unified Development Ordinance (UDO) Section 6.7.3.E.

A completed application must be provided along with all required supplemental information at the time of submittal. All fields must be completed. If a field is not applicable, please indicate "N/A". Please email a PDF of the entire Live-Work packet, with all required supplemental information to [ZoningPermits@raleighnc.gov](mailto:ZoningPermits@raleighnc.gov).

APPLICANT INFORMATION		
Applicant (if different from owner):		Date:
If an LLC provide the name person(s) authorized to sign on behalf of the LLC:		
Address:		
City:	State:	Zip Code:
Phone #:	Email:	
PROPERTY OWNER INFORMATION		
Property owner name:		
If an LLC provide the name person(s) authorized to sign on behalf of the LLC:		
Address:		
City:	State:	Zip Code:
Phone #:	Email:	
LIVE-WORK INFORMATION		
Address of proposed live-work location:		
Property Identification Number (PIN #):		
Please indicate the live-work use. (The uses can be found in Sec. 6.7.3.E.7 of the UDO):		
Provide a detailed description of the proposed live-work use operation:		
Size of dwelling/home: _____ Square Feet	Area to be used for business: _____ Square Feet	
Provide the number of residents in the home:		
Provide the number of residents involved in the business:		
Provide the number of employees that will be working on the premises at any one time, who are not residents.		
Will anything in connection with the business be stored in a detached accessory building? Yes ____ No ____ If yes, explain:		

<p>Will any business activity be conducted from the yard area (front, side, and/or rear)? Yes ____ No ____          If yes, explain:</p>
<p>Describe any exterior alterations to the dwelling associated with the home business request:</p>
<p>Is any special equipment needed? Yes ____ No ____          If yes, please explain:</p>

<b>REQUIRED SUPPORT DOCUMENTATION (CHECKLIST)</b>	
The following info must be submitted with this application to be accepted for processing.	
	Floor plan – The floor plan should include but is not limited to the following items: Label the function of each room, label dimensions and areas of each room, provide the number of stories, identify the live-work area and provide the total area of the dwelling.
	Live-work notification letters
	No construction statement (Only if no proposed construction to residential dwelling)
	Residential Permit Application (Only if proposing construction to the residential dwelling)
	Non-Residential Permit Application (Only if the proposed live-work use is within a detached structure)

<b>ACKNOWLEDGEMENT OF STANDARDS</b>	
<i>Checking the following items affirms that the proposed live-work residence will comply with all listed items.</i>	
	A minimum of one individual must occupy the associated principal structure or the associated Accessory Dwelling Unit as their primary place of residence.
	The live-work unit may employ no more than two individuals not living on the premises at any one time.
	No business storage or warehousing of material, supplies or equipment is permitted outdoors. Storage is permitted in the live-work unit or a fully enclosed accessory structure only.
	Signage is limited to one unlit Building Sign as listed in Sec. 7.3.2. for each building façade of the structure containing the live-work use that faces a public street. Each sign permitted by this item shall be no larger than six square feet in area and attached to the structure housing the live-work unit.
	Only 1 vehicle used in connection with the live-work use shall be parked or stored on the premises; provided, however, the vehicle must not be a bus, truck, van, trailer or other vehicle over 6,000 lbs, as listed on the vehicle registration form, and no advertising or reference to the use may be displayed on the vehicle in any manner.
	No more than five customers are permitted on the premises at any one.
	The live-work shall be located in fully-enclosed, conditioned space that is affixed to a permanent foundation. Exterior facades of an attached live-work shall be compatible with the principal building in terms of texture, quality, material and color.

	No more than one live-work shall be established on a lot. A live-work shall not be permitted on a lot where a Home Occupation is permitted.
	Hours of operation shall be limited to 7 A.M. to 7 P.M.
	Outdoor seating associated with a live-work is prohibited.
	Live-Work uses must comply with all applicable City ordinances and regulations regarding the emission of noise. A live-work permit shall be revoked if a violation of a City noise ordinance is issued in association with the Live-Work use. If revoked, a new live-work permit cannot be issued for the premise for a period of 365 days.

**REQUIRED SIGNATURE**

Pursuant to state law (N.C. Gen. Stat. § 160D-403(a)), applications for development approvals may be made by the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner. An easement holder may also apply for development approval for such development as is authorized by the easement.

By submitting this application, the undersigned applicant acknowledges that they are either the property owner or one of the persons authorized by state law (N.C.G.S. 160D-403(a)) to make this application, as specified in the application. The undersigned also acknowledges that the information and statements made in the application are correct and the undersigned understands that developments approvals are subject to revocation for false statements or misrepresentations made in securing the development approval, pursuant to N.C. Gen. Stat. § 160D-403(f).

The undersigned indicates that the property owner(s) is aware of this application and that the proposed project described in this application will be maintained in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Raleigh Unified Development Ordinance.

The undersigned hereby acknowledges and agrees that all administrative comments regarding this application will be provided to the individual listed as the applicant on this application.

The undersigned hereby acknowledges that, pursuant to state law (N.C.G.S. 143-755(b1)), if this permit application is placed on hold at the request of the applicant for a period of six consecutive months or more, or if the applicant fails to respond to comments or provide additional information requested by the City for a period of six consecutive months or more, then the application review is discontinued and a new application is required to proceed and the development regulations in effect at the time permit processing is resumed shall apply to the new application.

Applicant name (printed):

Address:

City:

State:

Zip Code:

Phone #:

Email:

Applicant signature:

Date:

Date:  
Applicant/Property Owner:  
Address:

Dear Property Owner:

We have applied to the City of Raleigh Planning and Development Department for a Live-Work Permit at the property located at:

Live-Work description:

Per Section 10.2.1.C.1. of the City's Unified Development Ordinance (UDO), we are required to provide this mailed notice to all properties within 100'. More information about our application can be found by typing in the project address in the City of Raleigh's Permit and Development Portal at the following address: [permitportal.raleighnc.gov](https://permitportal.raleighnc.gov).

If you wish to discuss our application, you may reach me via phone at \_\_\_\_\_  
or via email at \_\_\_\_\_.

The City of Raleigh Planning and Development-Land Development can be reached at 919-996-2492 or [currentplanning@raleighnc.gov](mailto:currentplanning@raleighnc.gov).

Sincerely,

\_\_\_\_\_

Applicant/Property Owner Signature

# Live-Work No Construction Statement

## Zoning Permit

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This letter is to inform the City of Raleigh Building and Safety Division that the applicant listed below is applying for a Live-Work Zoning Permit for the property listed below. This Live-Work use meets the definition of an accessory use to the principal residential use on the lot as described in the Unified Development Ordinance Section 6.7.1. There is no proposed exterior or interior construction, alteration, renovation or addition planned for the Live-Work Zoning Permit. Once approval of the Live-Work zoning and the occupancy use of the Live-Work area has been granted, the applicant understands that a permit application must be submitted to the Planning and Development Department if construction work requiring a building or building trade permit is required.

Applicant name (printed):		
Address:		
City:	State:	Zip Code:
Phone #:	Email:	
Applicant signature:		Date: