



TOWN of WAKE FOREST

Home Occupation Submittal Checklist

A Home Occupation Permit is a type of Development Permit ([15.6.1](#)) and indicates compliance with the provisions of the [Wake Forest Unified Development Ordinance \(UDO\)](#). A Home Occupation permit is required for the construction or development of any new accessory use within a home within the Town of Wake Forest jurisdiction and any other site improvements as indicated in the UDO. [Chapter 3](#) of the UDO includes additional use standards applicable to Home Occupations. A building permit and/or other additional permits may be required from State agencies after home occupation permit approval.

A General Requirements	
1	Submit any issued permits completed prior to approval, such as NC Department of Agriculture, HOA approval, etc.
B Sketch Plan	
1	A Sketch Plan shall be provided to accurately reflect the nature of the application. The Sketch Plan shall show in simple sketch form the shape and dimensions of the lot on which the proposed building or use is to be constructed or conducted as well as all information listed below:
	i. North Arrow and Scale not less than 1" = 50'
	ii. Layout of existing streets
	iii. Building(s) location and size
	iv. Property lines and dimensions
	v. Parking areas and means of ingress/egress
	vi. Environmental Conditions (Special Flood Hazard Areas, Wetlands, Etc.), if applicable
	vii. Public and private easements and buffer areas, if applicable
	viii. Display of goods, products, services, or other advertising location(s), if applicable
	ix. Storage of goods and materials associated with the home occupation, if applicable
	x. Label gross floor area of the dwelling unit
	xi. Label gross floor area of space used for the home occupation
	xii. If child/adult day care home, label fence location and materials