

Charles County Government  
Planning & Growth Management  
P.O. Box 2150  
La Plata, MD 20646

**HOME OCCUPATION PERMIT**

**Definition**

An activity carried out for financial gain in a dwelling by the resident(s) which is subordinate to the residential use of the property.

**General Information**

Zoning authorization for a home occupation is issued to an applicant on a specific property. Relocation of the home occupation to another property or the transfer of the business to a new individual requires a new zoning authorization.

The permit fee of \$181.00 (non-refundable) is due at the time the application is submitted. Checks are made payable to "Charles County Commissioners".

Delivery of inventory or materials is permitted only by the Postal Service, a private delivery service such as UPS, or by the occupant.

Traffic shall not exceed three (3) customers or deliveries per day and will not create an increase in traffic patterns normally associated with a residential community. Any parking required is to be limited to off-street gravel or paved parking, on the permit holder's property.

Employees are limited to members of the immediate family who reside in the dwelling.

One non-illuminated sign not exceeding four (4) square feet in area, attached flat to a building, to advertise the home occupation is permitted with the submittal of a sign permit application.

Retail sales from the home is prohibited.

The approved permit will state the limits on business activity. Business activity outside of the limits of the permit may result in the zoning authorization being revoked.

The Home Occupation shall not operate between the hours of 8:00 PM and 7:00 AM. Business activities associated with a Home Occupation shall not be conducted on Sundays or Federal Holidays.

Business considered **suitable** as home occupations include, but are not limited to:

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| -tailoring or dressmaking           | -woodcrafting or other home crafts    |
| -catalogue or mail order sales      | -answering services                   |
| -typing or word processing services | -office space for off-site businesses |
| -bookkeeping or accounting services |                                       |

Businesses considered **unsuitable** as home occupations include, but are not limited to:

- |  |                            |
|--|----------------------------|
| -engine or machine repair                                    | -medical or dental Offices |
| -dance studios   | -restaurants               |
| -retail sales  | -barber or beauty shops    |
| -automobile sales, repair, dismantling, storage or body shop |                            |

For some businesses, a license from the Clerk of the Circuit Court is required, in addition to zoning authorization from the Department of Planning & Growth Management. The Clerk of the Court can be contacted for additional information at (301) 932-3208.

You may also be required to obtain a license through the Maryland Home Improvement Commission if your business includes (not all inclusive):

|                          |   |                              |
|--------------------------|---|------------------------------|
| Acid Cleaning            | Gas Burners   | Roofing                      |
| Acoustical Treatment     | Glaziers  | Sandblasting                 |
| Awnings                  | Grating-Floor-Steel-Aluminum                        | Screens - Doors & Windows    |
| Bathrooms                | Guards - Doors & Windows                            | Sealants - Decks & Driveways |
| Bricklaying              | Hot Tubs - Permanent                                | Sheet Metal Work             |
| Bulkheads                | House Movers  | Shower Bath Enclosures       |
| Burglar Alarm Systems    | Insulation  | Sidewalks                    |
| Cabinet Installation     | Iron, Ornamental                                    | Siding                       |
| Carpentry                | Jalousies   | Sink & Counter Tops          |
| Carports                 | Kitchen Cabinets                                    | Skylights                    |
| Caulking                 | Landscaping   | Sod (when landscaping)       |
| Ceilings                 | Linoleum  | Solar Film on Windows        |
| Chimneys                 | Locks   | Solar Systems                |
| Club Rooms               | Marble  | Stained Glass                |
| Decks                    | Mirror Installation                                 | Stairs                       |
| Doors                    | Painting  | Stone - Cast                 |
| Driveways                | Paneling  | Stone Masonry                |
| Dry Walls                | Patios  | Storm Windows & Doors        |
| Excavating               | Paving  | Stucco                       |
| Fallout Shelters         | Piers   | Swimming Pools               |
| Fences                   | Plastering  | Tile                         |
| Fire Alarm Systems       | Plastic Sheeting on Windows                         | Terrazoes                    |
| Fire Escape              | Pointing  | Vanities                     |
| Fireplaces               | Porch Enclosures                                    | Wallpapering                 |
| Flagstone                | Radon Gas Mitigation                                | Wall Coverings               |
| Floor Laying Refinishing | Railings  | Waterproofing                |
| Foundations              | Replacement of Dishwashers,                         | Windows                      |
| Garages                  | Garbage Disposal &<br>Refrigerators with ice makers |                              |

If you are required to obtain a license from the Maryland Home Improvement Commission, call 1-888-218-5925. This license must be obtained before a Home Occupation Permit is issued. For further information on Home Occupation Permits please contact Cyndi Bilbra @ 301-645-0540 or by email at [cookseyc@charlescounty.org](mailto:cookseyc@charlescounty.org).

When the owner of a permitted Home Occupation is issued a notice of violation, the owner shall cease and desist from all business operations until such time as the Zoning officer has verified, through on-site inspection, that the violation has been remedied. Failure to cease and desist from all business operations, in accordance with this provision, shall constitute a separate violation. If the owner fails to comply with a cease and desist order, or the violation has not been remedied within thirty (30) days of the date that the notice of violation was issued, the Home Occupation permit shall expire and no resumption of business activities associated with such business may occur without first obtaining a new permit.

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Revised 6/10

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## APPLICATION FOR HOME OCCUPATION PERMIT

Applicant's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Parcel: \_\_\_\_\_ Grid: \_\_\_\_\_ Lot: \_\_\_\_\_

Public: Sewer \_\_\_\_\_ Water \_\_\_\_\_ Private: Septic \_\_\_\_\_ Well \_\_\_\_\_

Type of Business (Description): \_\_\_\_\_

\_\_\_\_\_

Maryland Home Improvement Commission's License Number (if required):

\_\_\_\_\_

Will the home occupation be located within the dwelling, in an attached accessory structure, or in a detached accessory structure? \_\_\_\_\_

How many employees will be engaged in the home occupation? \_\_\_\_\_

Are they family members? \_\_\_\_\_

Will the home occupation involve any commercial vehicles? \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date