



City of Durham

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New Tenant Zoning Approval

Before a new business can locate in Durham, the City must have the following information in order to determine if the business meets our zoning code requirements. New businesses should request a zoning approval from the city before signing a lease.

Zoning Approval Requirements:

- A description of the business including the business NAICS Code. Go to: www.naics.com/naics-search-results/ to determine the code;
- Area (sq. ft.) to be occupied by the business;
- Number of employees;
- Estimated number of clients(or visitors) per day;
- Number of allotted parking spaces to the proposed business;
- Hours of operation; and
- Peak hours.

Retail businesses are not allowed in Durham. Additionally, the Durham Development Code limits vehicle trip generation from office parks to 200 trips per day per gross area. No commercial parking is allowed in residential zones. All streets on the west side of Upper Boones Ferry Road are residential.

Uses Allowed in the OP and BP districts

Professional offices, accounting, business support and administration, architectural and design services, computer services, consultant services, government, insurance, law, medical, dental, property management, real estate, research and development, service and repair of professional and technical equipment, trade and industrial schools, artist studios, fabrication, assembly, packaging, and storage of small products, laboratories, printing, publishing, graphic design, photo processing, and similar uses not generating traffic in a volume exceeding what is typical for allowed uses.

The City can decide if a particular land use is materially similar to a permitted use. The City will make a determination based on information provided in writing by the proposed business.

Uses Allowed in the IP district

Laboratories, manufacture of pottery, manufacture of musical instruments and toys, molding of small metal or plastic products, office for sale or service of industrial products, processing and packaging, printing and bookbinding, trade and industrial schools, and warehousing.

The City can decide if a particular land use is materially similar to a permitted use. The City will make a determination based on information provided in writing by the proposed business.

General Zoning Requirements

Motor vehicle trips generated by the office park cannot exceed 200 trips per day per gross acre of land. If a proposed use may result in additional motor vehicle trips to and from the property, a traffic impact analysis may be required before zoning approval is given.

Parking

TABLE 3.7.5: REQUIRED OFF-STREET PARKING PER LAND USE (Per 1000 Sq. Ft Gross Floor Area for Non-Residential Uses)	
Type of Use	Min/Max Spaces
OP/ BPO General Office, Government Office	2.7 / 4.1
OP Medical / Dental Office	3.9 / 5.9
IP Light Industrial, Industrial Park, Manufacturing	1.6 / No maximum
IP Warehouse Up to 150,000 Sq. Ft Gross Floor Area	3 / No maximum
IP Warehouse Over 150,000 Sq. Ft Gross Floor Area	1.1 / No maximum

Office parks should provide at least two bicycle parking spaces or ½ spaces per 1,000 square feet of gross office space, whichever is greater. Any area designated for bicycle parking should be convenient, secure, and lighted. The bicycle parking should be at least 6 feet long by 2 feet wide by 7 feet high (if height is restricted). Bicycle parking should include a paved maneuvering area at least 5 feet wide and paved access to the public right of way. The bicycle parking should be identified with signage.

Sign Regulation

The Durham Sign Ordinance (Durham Development Code, Chapter 6) regulates all signs, including temporary “For Lease” signs. Internally illuminate signs or signs that move are not allowed in Durham. Freestanding signs cannot exceed 5 feet in height. Signs cannot be less than 5 feet from the property line. Signs can have two display faces only. Display faces cannot be larger than 4 by 6 feet.

Commercial properties are limited to one monument sign that generally identifies the property. Properties are allowed one directory sign per building that list the names and locations of businesses at the property.

Temporary signs in the OP and IP districts can be placed without a sign permit but properties are limited to four such signs at any one time. The temporary signs must be less than 16 square feet in display area. Temporary signs cannot be placed less than 5 feet from the property line.

Businesses in the OP, IP, and BPO districts may install one wall sign per business. Wall signs for businesses that occupy a building cannot exceed 24 square feet and cannot extend more than 15 feet horizontally in either direction from the centerline of an entry. The dimensions should be proportional to the building façade. Signs cannot project above the building to which they are attached.

Signs placed on windows or doors may not exceed 2 square feet.

New signs or major modifications of existing signs require a permit. The Planning Commission reviews and approves all sign permit applications. Applicants must attend the Planning Commission meeting. The Planning Commission meets on the first Tuesday of each month at Durham City Hall at 7:30pm. Sign permit applications must be received on Monday of the week before to the meeting to be placed on the agenda.