TOWN OF VIENNA, VIRGINIA
APPLICATION FOR CERTIFICATE OF OCCUPANCY

HOME OCCUPATION
(TYPE OR PRINT IN INK)

APPLICANT NAME:_____ DATE:_____

STREET ADDRESS:_____ PHONE:_____

BUSINESS NAME (IF APPLICABLE):_____

PROPOSED USE: ☐ OFFICE ☐ DAYCARE ☐ WORKSHOP ☐ STORAGE

BRIEFLY DESCRIBE THE PROPOSED BUSINESS: _____

_____

_____

TOTAL GROSS FLOOR AREA OF DWELLING (INCLUDING BASEMENT):_____

AREA TO BE USED FOR HOME OCCUPATION (INCLUDING STORAGE):_____

HOURS OF OPERATION:_____ TOTAL HORSEPOWER USED:_____

NUMBER OF DAILY CUSTOMER VISITS:_____ NUMBER OF DAILY DELIVERY/PICKUPS:_____

LIST ALL EMPLOYEES AND THEIR RELATION TO YOU:_____

_____

DO YOU OWN THE DWELLING? ☐ YES ☐ NO IF YOU DO NOT OWN THE DWELLING, YOU ARE REQUIRED TO SUBMIT WITH THIS APPLICATION A LETTER FROM THE HOMEOWNER STATING THAT THEY HAVE NO OBJECTIONS TO SAID BUSINESS BEING CONDUCTED. LIST OWNER NAME, ADDRESS AND PHONE NUMBER:

OWNER NAME:_____ PHONE:_____

OWNER ADDRESS:_____

OFFICE USE ONLY

Permit No.:_____ Receipt No.:_____

Zoning District:_____ Legal Description:_____

If Platted: Subdivision:_____ Section:_____ Block:_____ Lot:_____

Use Limitations:_____

_____

APPROVED BY:

_____ _____
Director of Planning & Zoning Date

_____ _____
Town Manager Date

PROHIBITED HOME OCCUPATIONS include: Real Estate Offices, Hair Salons, Nail Salons and **Food Services** that use the home kitchen for goods sold to the public (home-based catering, bakery, etc., are also prohibited by Fairfax County Health Department Regulations).

SECTION 18-4 AND 18-173: HOME OCCUPATION RESTRICTIONS:

A Home Occupation is defined as any accessory use of a dwelling unit in addition to occupancy. A boarding house, tourist home, massage therapist or massage therapy establishment, or principal office of a real estate business shall not be deemed a home occupation.

In any residential zone a home occupation is permitted including the use of the home as an office, provided that the occupation complies with all the following:

A. Is entirely operated within the single dwelling unit and ***only by the residents maintaining a dwelling therein***.

B. Creates no external evidence of the home occupation, including any advertisement other than a dwelling name plate no larger than 1.5 square feet in area.

C. Does not utilize more than ***25%*** of the gross livable floor area including the basement.

D. No person is employed other than a member of the immediate family residing on the premises.

E. Does not use any internal combustion engine as a power source and does not use more than a ***total of three horsepower*** in fractional horsepower electric motors (other than normally used for domestic use).

F. Will not involve the emission of any sounds, odors, or smoke beyond the property in excess of normal single family dwelling use.

G. ***No*** commodity or good may be sold on the premises.

H. Customers or Clients may come to the premises ***only*** by appointment.

I. Will not constitute a nuisance due to sidewalk or street traffic.

J. Will not tend to adversely affect the use and development of adjoining properties in the immediate neighborhood.

K. ***All*** equipment and/or merchandise may only be stored ***inside the principal residential structure.***

L. All commercial deliveries, either to or from the premises, may only be made between ***8:00 AM to 6:00 PM.***

I, _____, CERTIFY THAT I UNDERSTAND THE HOME OCCUPATION RESTRICTIONS AND ORDINANCE, SECTIONS 18-4 AND 18-173 OF THE TOWN CODE, AND A VIOLATION OF SUCH RESTRICTIONS MAY RESULT IN THE REVOCATION OF MY HOME OCCUPATION PERMIT. I ALSO UNDERSTAND THAT THIS CERTIFICATE DOES NOT TAKE THE PLACE OF ANY OTHER LICENSES THAT MAY BE REQUIRED.

SIGNATURE:_____ DATE:_____

The Town of Vienna does not discriminate on the basis of disability in the administration or access to, or treatment or employment in, its programs or activities. The Director of Administrative Services, 127 Center Street, South, Vienna, VA 22180, has been designated to coordinate compliance with non-discrimination requirements. This document will be made available in large print or on audio cassette upon request. Call (703) 255-6300 (voice) or TDD users dial (703) 255-5730 (Police Department), (703) 255-5735 (Town Hall) or (703) 255-5739 (Parks and Recreation).

Revised 5/24/07