



TOWN OF
VIENNA
since 1890

Home Certificate of Occupancy Application

Munis Number: _____
Permit Number: _____
(Office Use Only)

Applicant Name: _____ Date: _____

Street Address: _____ Phone: _____

Business Name (If Applicable): _____

Proposed Use: Office Daycare Workshop Storage Business Type: _____

Please provide a complete write-up of your proposed business on the second page.

List all employees and their relation to you: _____

Total Gross Floor Area of Dwelling (including basement): _____ Gross Floor Area Used for Home
Occupancy (including storage): _____ Hours of Operation: _____ Number of Daily Customer
Visits: _____ Daily Delivery/Pickups: _____

I, the owner/property manager/HOA for the home/townhouse/apartment, give permission for home occupancy as detailed on this form.

Signature: _____ **Date:** _____

Printed Full Name: _____

Phone: _____ **Email:** _____

It is understood that this Certificate of Occupancy does not take place of any other license that may be required by law nor does it confer the right to erect signs.

Note (As Required by Chapter 8 of the Vienna Town Code): Have You Made Application

For a Town of Vienna Business License? Yes No .

OFFICE USE ONLY

Permit No.: _____ Date Assigned: _____

Legal Description: _____

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

Lot: _____ Zoning District: _____ Use Approved/Date: _____

APPROVED BY:

Director of Planning & Zoning _____ Date _____

Town Manager _____ Date _____

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

A Home Occupation is defined in Section 18-4 of the Vienna Town Code as follows: “Any accessory use of a dwelling unit in addition to occupancy (See Sec. 18-173 for Supplemental Regulations). A boarding house, tourist home, or real estate office shall not be deemed a home occupation.”

Section 18-173 of the Vienna Town Code states the following: 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 nameplate 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.

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.

ADDITIONAL NOTE: PROHIBITED HOME OCCUPATIONS also include Hair and Nail Salons (beauty shops).

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.

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 audiocassette upon request. Call (703) 255-6300 (voice) or TTY 711.