



**County of Spotsylvania**  
**HOME OCCUPATION PERMIT APPLICATION**

Community Development Division  
9019 Old Battlefield Blvd. 3<sup>rd</sup> Floor  
Spotsylvania, VA 22553  
Phone (540)507-7222 Fax (540) 507-7282

App/Permit # Assigned:  
\_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Landowner**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Property Information**

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

Tax Map : \_\_\_\_\_ Dbl. Circle : \_\_\_\_\_ Block \_\_\_\_\_ Lot/Parcel : \_\_\_\_\_ Voting District: \_\_\_\_\_

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

**Business Information**

Business Name: : \_\_\_\_\_

Description of Business: : \_\_\_\_\_

1. Please note: No business may commence prior to zoning approval. Applicant must apply for business license once Zoning permit is obtained
2. There shall be no customers or clients to the home. No sign shall be permitted.
3. No electrical, plumbing, mechanical, or renovations are being made to space or building. I hereby certify that I shall conform to the Zoning Ordinance of Spotsylvania County. This permit must be displayed on the premises.
4. You have thirty days from this date in which to appeal this decision to the Board of Zoning Appeals, in accordance with Section 15-2-2311 of the Code of Virginia, or this decision shall be final and unappealable.
5. If approved this permit will only be valid for use at the property address noted on your permit. If your residence changes you will have to reapply for a new home occupation permit.
6. Accepted Forms of Payment: Check, Money Order (made out to Spotsylvania County Treasure), and Credit/Debit Card. Please note: There will be a 2.70% convenience fee added for all credit/debit card transactions.

\_\_\_\_\_  
Applicant's Signature Required

\_\_\_\_\_  
Landowner's Signature Required

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Landowner's Printed Name

Application Verified

Date: \_\_\_\_\_ By: \_\_\_\_\_

## Home Business Questionnaire

In order to provide you with the correct application for your home enterprise business or home business use, please complete the following questions. Once completed, a zoning staff member will provide the correct form and checklist to assist you in applying for your permit.

1. Will your business have customers coming to your property?

- Yes  
 No

2. Will your business require employees?

- Yes – How Many Employees \_\_\_\_\_  
 No

3. Are you in a R1 or R2 Zoning District?

- Yes  
 No

If you answered yes to any of the above questions, you may need to apply for a "Special Use Permit", prior to filing for the permit for your proposed business. A zoning staff member will supply you with the correct forms and information to apply for the "Special Use" permit. After the "Special Use" permit is approved, you must apply for a Home Enterprise permit.

Home Enterprises within Residential 1-3 and Resort zoning districts shall be limited to parcels fronting and/or whose chief point of ingress/egress is upon state maintained roads limited to State Route number 1 through State Route number 712, subject to VDOT approval. Home enterprises whose chief point of ingress/egress is not upon state maintained roads limited to Route number 1 through 712 require approval of a special use permit.

If you answered no to the above questions, a zoning staff member will give you a copy of the Home Enterprise Checklist or Home Use Checklist, whichever applies, along with the correct form that you will need to fill out and submit for review.

**NOTE: Approval for a "Special Use Permit" does not necessarily give you permission to use the building for the proposed business. A building permit may be required. Please check with our Building Office to see if the proposed business will be in compliance with your request.**



# Zoning Home Use Certificate Checklist

- Completed Application Form**
  - Please give a **complete** description of the type of business to be conducted from the home.
- Correct Tax Map Number (Staff verified)**
- Legal Landowner Signature or Limited Power of Attorney**
  - If you are renting the property you **must** have the landowner sign the application.
- Health Department Approval (if applicable)**
  - Needed when applying for food services from home.
- Zoning & Processing Fee**
  - Due with Application Submittal
  - Total Amount Due \$120.00
- Fictitious Name Certificate**
  - If you are proposing to use a name other than your full legal name for your business, and your business is not registered with the state of Virginia as a Corporation or LLC, you are required to register that trade name with the Clerk's office per State Code 59.1-70. We will not accept any use permit applications without a copy of the approved registration form.
- Tow Truck/Vehicle Remover Operators**
  - Home occupations are permitted for home office **ONLY**. No vehicle storage is allowed on site. The applicant must secure an approved storage/impound lot in an Industrial 1 or Industrial 2 Zoning District or an approved and/or non-conforming salvage yard with an existing business. The applicant must provide a copy of signed lease and a notarized affidavit (provided by County) with existing approved business.
  - If a storage/impoundment lot is not needed, submit a written statement signed and notarized to that effect.
  - Please note in Industrial 1 and Industrial 2 Zoning Districts no more than (5) five vehicles incapable of operating on the highways of the Commonwealth of Virginia on these premises per tenant with approved permit.
  - **If you are applying to be on the Spotsylvania County Towing List, provide a completed copy of that Tow Application.**

**Note:** If you are approved for a Massage Parlor and/or Massage therapy use permit. Applicant must also obtain required permit from the County Attorney office and a background check from the Sheriff's office in accordance with Chapter 11.1A of the Spotsylvania County Ordinance.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

If you have any questions, please contact the Code Compliance Office (540) 507-7222.

**Office Use Only:**

Date Application Received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

# FOR OFFICE USE ONLY

Zoning \_\_\_\_\_ Disapproved \_\_\_\_\_ Approval Date \_\_\_\_\_

**Remarks:**

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Fees \_\_\_\_\_

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**Authorized Signature**