



## HOME OCCUPATION PROVISIONAL USE PERMIT

Please Return To: Department of Neighborhood Development Services  
PO Box 911, City Hall  
Charlottesville, Virginia 22902  
Telephone (434) 970-3182 Fax (434) 970-3359

**\$ 100.00 Permit Fee: Check Payable to the City of Charlottesville**

Applicant: \_\_\_\_\_ Property Owner: \_\_\_\_\_

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

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (F) \_\_\_\_\_

Email: \_\_\_\_\_

Location of Home Occupation: \_\_\_\_\_

Tax Map and Parcel No.: \_\_\_\_\_

Type of Home Occupation: \_\_\_\_\_

\_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Equipment Used: \_\_\_\_\_

Square Footage of Home Use: \_\_\_\_\_

Square Footage of Business Use: \_\_\_\_\_

NOTE: A copy of a Certificate of Occupancy (or other written indication from the City's Building Code Official that the proposed location of the home occupation is in compliance) must be attached to this application.

*I have read the attached regulations concerning home occupations and understand that my permit may be revoked if I fail to comply with all provisions and adhere to the times, employees, and hours as stated above. I understand that any change to information given here requires that a new form be submitted with the new information. I give my consent to inspectors by the Zoning Administrator to verify compliance with the requirements for provisional uses and grant a right of access for the Zoning Administrator to make such inspections.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (if not applicant)

\_\_\_\_\_  
Date

### Office Use Only

Date Received \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator Signature

Comments: \_\_\_\_\_

Amount Paid \_\_\_\_\_

Cash/Check No. \_\_\_\_\_

Copy: Business License Office

**SECTION 34-1172 of CHARLOTTEVILLE CITY CODE: Standards—home occupations.**

A home occupation authorized by a provisional use permit shall be subject to the following regulations:

- (1) A home occupation shall be permitted only where the character of such use is such that it is clearly subordinate and incidental to the principal residential use of a dwelling.
- (2) In addition to the resident of the dwelling unit, not more than one (1) other person may be engaged in the activities of the home business on the premises at any given time. There must be off-street parking available for this staff person.
- (3) No more than three (3) customers or clients of the home occupation shall be present on the premises at the same time. No customers, clients or employees shall be allowed to visit the premises earlier than 8:00 a.m. or later than 9:00 p.m.
- (4) Deliveries of supplies associated with the home business shall occur only between the hours of 8:00a.m. and 9:00 p.m.
- (5) No mechanical or electrical equipment shall be employed within or on the premises, other than machinery or equipment customarily found in a home.
- (6) No outside display of goods, and no outside storage of any equipment or materials used in the home occupation shall be permitted.
- (7) There shall be no audible noise, or any detectable vibration or odor from activities or equipment of the home occupation beyond the confines of the dwelling, or an accessory building, including transmittal through vertical or horizontal party walls.
- (8) The storage of hazardous waste or materials not otherwise and customarily associated with home use is prohibited.
- (9) There shall be no sales of any goods, other than goods that are accessory to a service delivered on-premises to a customer or client of the business.
- (10) The home business must be conducted entirely within the dwelling or an accessory structure, or both; however, not more than twenty-five percent (25%) of the total floor area of the dwelling shall be used in the conduct of the home business, including storage of stock-in-trade or supplies.
- (11) For pet grooming services, all animals must be kept inside during the provision of services and no animals may be boarded or kept overnight.
- (12) All parking in connection with the home business (including, without limitation, parking of vehicles marked with advertising or signage for the home business) must be in driveway and garage areas on the premises, or in available on-street parking areas.
- (13) One exterior sign, of dimensions no greater than two (2) square feet, may be placed on the exterior of the dwelling or an accessory structure to indicate the presence or conduct of the home business. This sign may not be lighted. In all other respects the property from which the home occupation is to be conducted must be in compliance with the sign regulations set forth within Division 4, Sections 34-1020, et seq.
- (14) Except for the sign authorized by subparagraph (13) above, there shall be no evidence or indication visible from the exterior of the dwelling that the dwelling is being utilized in whole or in part for any purpose other than as a residential dwelling.
- (15) Applicants for a provisional use permit authorizing a home occupation shall provide evidence of a City business license (or a statement from the Commissioner of Revenue that no City business license is required) and a certificate of occupancy or other written indication from the City's building code official that use of the dwelling or accessory structure for the home business is in compliance with all applicable building code regulations.
- (16) **The following are specifically prohibited**, and shall not be deemed or construed as activities constituting a home occupation:
  - a. Auto detailing, where more than two vehicles being serviced are present on the property at any given time.
  - b. Barber shops or beauty salons having more than two (2) chairs
  - c. Funeral home with or without chapel
  - d. Medical or dental clinic (other than psychiatric or psychological counseling services)
  - e. Motor vehicle sales, repair, equipment installation, and similar activities.
  - f. Nursing homes and adult care facilities
  - g. Offices or staging facilities for any non-professional service-oriented businesses (for example, maid services, landscaping and lawn maintenance services, construction services, etc.), except where the sole activity on the premises would be telephone order/dispatching functions and there would be no vehicles, equipment, workers, or customers on the premises at any time.
  - h. Repair or testing of machinery, including internal combustion engines
  - i. Restaurants
  - j. Retail or wholesale sales, where any goods or merchandise are (i) displayed or otherwise offered or available on-site for sale or purchase, or (ii) delivered to or picked-up by purchasers on-site, including, without limitation: antique shops, sales of firearms, computer sales, and similar activities.
  - k. Schools, nursery schools, and day care facilities
  - l. Veterinary clinics and animal kennels.