



# City of Manassas

## HOME OCCUPATION APPLICATION AND PERMIT

Fee: \$25

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

Permit Number: \_\_\_\_\_

### Applicant Contact Information

Applicant Name: \_\_\_\_\_

Site Address: \_\_\_\_\_, Manassas, VA 20110

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Business Information

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

Mailing Address of Business (if different): \_\_\_\_\_

Type of Business: \_\_\_\_\_

Circle the following if your business involves the following: Construction Services      Landscaping/ Lawn Maintenance

Will your business have customers or clients coming to the dwelling? YES      NO

If so, how many per day? (maximum of 5 customers per day): \_\_\_\_\_

If customers will travel to your house, a dedicated parking space is needed in your driveway or garage. Do you have a parking space? YES      NO

Is there a vehicle or equipment associated with this activity? YES      NO

Address of garage or warehouse where vehicle or equipment will be stored, if applicable:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
License Plate Number

### For Office Use Only

Address Verified \_\_\_\_\_

Vehicle Verified \_\_\_\_\_

Application Reviewed and Signed by Applicant \_\_\_\_\_

Zoning Administrator or Designee \_\_\_\_\_ Approval Date: \_\_\_\_\_

You have a right to appeal this decision within thirty days in accordance with Virginia Code §15.2-2311. This decision shall be final and unappealable if not appealed within thirty days. You may appeal by filing a notice of appeal, specifying the grounds thereof, with the Zoning Administrator. The fee for an appeal is \$500, plus the cost of public hearing newspaper advertisements.

**Sec. 130-96. Home occupations.**

- (a) A home occupation shall be permitted as an accessory use by right in any residential dwelling unit lawfully occupied by one family as defined in §130-42. Such accessory use shall neither change the character of the dwelling unit nor exhibit any exterior evidence of a non-residential use. The City shall approve a home occupation permit, where permitted, subject to the following requirements.
- (b) *General requirements.*
- (1) No employees shall be permitted to come to the dwelling unit, except for family members residing in the dwelling unit.
  - (2) No more than one customer shall be permitted to come to the dwelling unit for business related purposes at any given time and shall conform to the following requirements:
    - a. Customer contact on-site shall be by appointment only.
    - b. Customer appointments shall be limited to not more than five appointments a day, and not scheduled before 8:00 a.m. or after 6:00 p.m. Monday through Friday.
    - c. A minimum of one on-site parking space in addition to required parking for the residential dwelling unit shall be provided.
  - (3) No business signs affixed to a mailbox, freestanding or otherwise, shall be permitted on-site.
  - (4) On-site storage of materials, merchandise, or equipment is limited to the following standards:
    - a. Materials associated with the home occupation shall be limited to just-in-time delivery and storage practices. No bulk storage on-site is permitted.
    - b. Exterior storage of equipment, trailers, other business related equipment, materials, or merchandise is prohibited.
    - c. Interior use of equipment such as a telephone, computer, or other typical light office equipment necessary to the business is permitted.
    - d. All delivery of supplies shall be made just-in-time for its use.
  - (5) Any motor vehicle used in a home occupation shall conform to the following requirements:
    - a. No vehicle used in a home occupation and with a gross weight of more than 10,000 pounds, in excess of 21 feet in length, or wider than 102 inches shall be parked, garaged, or stored on the site or in a residential district for any reason.
    - b. No more than one motor vehicle used for each home occupation shall be parked within the residential district.
    - c. Any sign maintained on any vehicle used in a home occupation shall be covered or removed when the vehicle is parked in any residential district. Vehicles displaying a sign prior to enactment of this subsection shall be exempt from this provision until the vehicle is replaced.
  - (6) The following commercial activities are specifically prohibited, and shall not be deemed or construed as activities constituting a home occupation:
    - a. Storage or staging facilities for landscaping and lawn maintenance services or construction services.
    - b. Motor vehicle repair or motor vehicle sales and rental.
  - (7) In the event a vehicle, including trailers or other on/off road equipment, is required as part of the home occupation, the applicant shall provide the following as part of the application process:
    - a. A valid street address where the vehicle will be garaged.
    - b. A copy of the current vehicle registration indicating the jurisdiction in which the vehicle is registered.
    - c. At no time shall a trailer or other off road equipment associated with a home occupation be permitted to be stored in any residential district.
  - (8) Not more than 25 percent of the gross floor area of a dwelling unit, inclusive of any attached garage, shall be used for a home occupation.
  - (9) A permit for a home occupation shall only be valid for the original applicant and is not transferable to any other resident of the dwelling unit, address, or to any other home occupation use. Upon termination of the applicant's residency, the home occupation permit shall become null and void.

Please note that Section 508.2.1 of the Virginia Construction Code states that the accessory use (home occupation) shall occupy no more than ten percent (10%) of the building area of the story in which it is located. This is more restrictive than the Zoning Ordinance.

I request permission to operate the business identified above as a home occupation under the requirements set forth under Sec.130-96 of the zoning ordinance and that I understand the ordinance. Furthermore, I acknowledge that should my business activity expand or change, or if I relocate within the City, it is my responsibility to contact the City and obtain appropriate approvals. Issuance of this permit does not negate compliance with nor supersede any private covenants or restrictions attached to the dwelling unit that would otherwise prohibit this activity.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_