

***BOTETOURT COUNTY DEVELOPMENT SERVICES***  
**HOME OCCUPATION REQUIREMENTS &**  
**PERMIT APPLICATION**

Please read the following Home Occupation ordinance before completing the application.  
In §25-435, a home occupation may be conducted in your dwelling provided:

- a. No person other than members of the family residing on the premises shall be engaged in such occupation on the premises. An approved home occupation permit and business license is required for all home occupations in accordance with the Botetourt County Code.
- b. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by the family. The maximum aggregate square footage of a home occupation, whether conducted in the dwelling unit, accessory structure or both, shall not exceed 500 sq. ft., including storage of materials or products associated with the home occupation.
- c. There shall be no change in the outside appearance of the building or premises or other visible evidence of the conduct of such home occupation, other than one sign, in accord with the sign regulations in Article IV, Division 2 of this chapter.
- d. There shall be no on-site sales of goods, merchandise, or inventory, other than items handcrafted on the premises in connection with such home occupation. Clients traveling to the dwelling for personal services (such as tutor, massage therapy, pet grooming, beauty salon, and similar uses) in connection with the home occupation shall not exceed five (5) per day. Internet sales/consulting is permitted, providing that all sales are conducted off-site and/or shipped to the purchaser of the product.
- e. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood (ten (10) vehicle trips per day) per dwelling and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard.
- f. Pickup or delivery by tractor trailer is prohibited. Pickup or delivery for such home occupations shall be limited to the United States Postal Service, United Parcel Service, FedEx or other similar carrier service.
- g. No equipment or process shall be used in the home occupation which creates noise, vibrations, glare, fumes, odors or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence, or outside the dwelling unit, if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receiver off the premises.
- h. The home occupation shall not increase demand on water, sewer, utility or garbage collection services to the extent that the combined demand for the dwelling and home occupation does not exceed normal use of the property for residential purposes. All waste materials generated by a home occupation that are toxic or hazardous shall be disposed of in accordance with county and/or state and federal regulations.
- i. Parking of not more than one (1) commercial vehicle and/or one (1) cargo/utility trailer associated with an approved home occupation or home business shall be permitted, provided that such vehicles shall not include any tractor trailer or vehicle exceeding one and one-half (1½) ton capacity; cargo or utility trailers shall not exceed eight (8) feet, six (6) inches in width or sixteen (16) feet in length.

Upon receipt of the attached application, Staff will review your home occupation application to determine if you are in compliance, and may schedule a site visit.

When the required \$25 fee and this application are submitted to the Planning Office (540.473.8320), your request for a Home Occupation Permit will be reviewed. Please send these to: *Botetourt County Planning and Zoning*  
*5 West Main Street, Suite 100*  
*Fincastle, VA 24090*

Name of Applicant:		Physical address:	
Proposed name of business:	Business phone number:	Mailing Address, if different:	
Explain in detail the proposed business operations to be performed at this address:			Exterior signage or displays? (Sign permit required)
Square footage to be used for home occupation within dwelling/accessory building (Maximum 500 sq. ft.)	Number of customer vehicles per day? (Maximum 5)	Does the proposed business involve delivery of products/materials to and from the premises? Describe the delivery truck (Ex. Post Office, UPS, etc.) (Tractor-trailers prohibited)	
Will you use a commercial vehicle? What size?	Where will it be parked?	Will a cargo/utility trailer be utilized? If so, what size?	Will there be exterior storage?

Upon approval of the Home Occupation Permit, it is the responsibility of the applicant to obtain a Business License from the Botetourt County Commissioner of Revenue.

**Note: Signature(s) must be notarized**

I have read and understand the requirements/conditions as shown on Page 1, for a home occupation and will comply with these conditions. I understand that failure to comply constitutes a violation of the Botetourt County zoning ordinance and the home occupation permit may be revoked. I certify that my responses are accurate and correct.

\_\_\_\_\_  
Signature of applicant/property owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant/property owner

\_\_\_\_\_  
Date

State of Virginia  
County of Botetourt to Wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_

by \_\_\_\_\_  
(Name of applicant and/or property owner)

\_\_\_\_\_  
(Name of property owner if different from applicant)

\_\_\_\_\_  
Notary Public printed name, registration number, and date commission expires

\_\_\_\_\_  
Notary Public signature

Zoning Administrator or Planner Approval:	Date:	Tax Map #	Zoning:

STAFF NOTES: