

Botetourt Planning & Zoning

Home Occupation Permit

Approval of a Home Occupation Permit is required when a business is registered at a residence. The purpose of a Home Occupation Permit is to ensure that the home is the primary use of the property and that the permitted business activity does not cause an adverse effect on adjacent properties.

Applicant Name:	
Home Address:	
Phone Number:	Email:
Proposed Business Name:	

Before completing the application, you must read and initial the following, indicating you understand the requirements of §25-435 of the Botetourt County Ordinance.

- 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 (1 1/2) ton capacity; cargo or utility trailers shall not exceed eight (8) feet, six (6) inches in width or sixteen (16) feet in length.

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Please answer the following questions:

Describe in detail your home based business:

What is the square footage of the business/storage area(s) associated with your business? _____ (Max 500)

Will customers/clients come to the property for personal services? Yes No

- If yes, how many per day? _____ (maximum of 5)

Will you sell handcrafted goods onsite? Yes No

- If yes, how many customers per day? _____ (maximum of 5)

Does your business involve food preparation? Yes No

- If yes, please attach Health Department Approval or Department of Agriculture application.

Will there be exterior signage? Yes No

- Sign may not exceed two (2) square feet.

Will products/materials be delivered to and from the premises? Yes No

- If yes, how will deliveries be made? _____

Will you be using a commercial vehicle? Yes No

- If yes, is it under 1 1/2-ton capacity? Yes No

Will you be using a trailer? Yes No

- If yes, what are the dimensions? Width _____ Length _____
8.5 ft max 16 ft max

I certify that the information provided on this form is complete and accurate, that I have read the limitations outlined in this application, and that I will comply with all other requirements of federal, state, and local law.

Applicant Signature:	Date:
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Please mail the completed form and \$25 application review fee to:
Checks payable to Botetourt County

Botetourt County Planning & Zoning
5 West Main Street, Suite 100
Fincastle, Virginia 24090

When the required \$25 dollar application review fee is received, Staff will evaluate your application. Approval is contingent upon a complete application and the stated use being allowed by the ordinance. Planning & Zoning reserves the right to schedule a site visit prior to approval. If approved, it is the applicant's responsibility to obtain a Business License from the [Botetourt County Commissioner of Revenue](#) (540-928-2050).

For Office Use Only:

Planner Approval:	Date	Zoning	Tax Map ID #
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