



MINOR HOME OCCUPATION APPLICATION

Division of Zoning & Development Services
Fauquier County Department of Community Development
29 Ashby Street, Suite 310, Warrenton, Virginia 20186

Zoning/Development Services Phone: 540-422-8220
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The Fauquier County Zoning Ordinance allows some businesses to be operated from a residence, provided someone who lives in the residence is involved in the operation of the business. There are two categories of businesses: minor and major. A business meeting the requirements for a minor home occupation may be authorized by approval of an administrative permit by the Zoning Administrator.

Property Owner

Applicant (If different from owner)

Name: _____

Address: _____

Phone: _____

Parcel ID: _____

Email: _____

Business Name: _____

A. Please read the following summary of requirements for a Minor Home Occupation permit, as set forth in Sections 3-302(1) and 6-300 of the Fauquier County Zoning Ordinance:

- ✓ An applicant for a home occupation must be a bona fide resident of the property where the home occupation is operated.
- ✓ The proposed home occupation must be clearly incidental to the residential use of the property. In no case shall more than 25% of the gross floor area of the dwelling be utilized for a home occupation. Alternatively, the use may occupy up to 500 square feet of an accessory structure.
- ✓ Other than family members living on the premises, no more than one employee may be employed in the home occupation.
- ✓ All public contact related to the home occupation shall be limited to the period between 7am to 8pm.
- ✓ All activities related to the home occupation shall occur indoors. There shall be no change in the outside appearance of the building or lot, nor any other visible evidence of the conduct of such home occupation, including display of goods, or storage of equipment or materials outside of a fully enclosed structure.
- ✓ No retail or wholesale sales shall occur unless a) no clients or customers come to the site in conjunction with the sales; all sales occur off-premises or via telephone, mail, computer, etc.; or b) the business is a "Direct Sales" type business, where customers are on the premises only by prior, individual invitation.
- ✓ No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood. Deliveries shall be limited to normal daily deliveries by public and private mail carriers.
- ✓ Academic or other instructions may not be given to more than four persons at the same time.
- ✓ The applicant shall demonstrate that adequate parking is available to serve the use. No such parking shall be located in a required front yard except within an existing driveway.
- ✓ No equipment or process used in such home occupation shall create noise, vibration, glare, fumes, odors, or electrical interference detectable off the lot.
- ✓ No commercial vehicles related to the home occupation beyond those authorized by Section 6-102(11) of the zoning ordinance shall be parked or regularly brought to the premises, nor shall any such vehicle be parked on any public or private street within ¼ mile of the premises.
- ✓ Signage shall be limited to one sign a maximum of 2 sq. ft. and 4 feet in height (sign permit required).
- ✓ The following uses, and those determined to be similar by the zoning administrator, are not allowed as minor home occupations: retail uses other than those listed above; funeral chapel/home; assembly uses, including places of worship; medical or dental offices, clinics, hospitals, care facilities; renting of trailers, equipment, machinery; clubs, eating or drinking establishments; kennels, vet clinics/hospitals; bed and breakfast, tourist home; motor vehicle related uses; recreation uses; adult entertainment activities/businesses; dismantling, junk, scrap or storage yards.

B. If you cannot meet the above requirements, you may be eligible to apply for a special permit for a Major Home Occupation. See Zoning staff for more details. If you believe you meet the requirements for a Minor Home Occupation Permit, complete and sign page 2 of this application and submit with the \$25 fee made payable to Treasurer, Fauquier County. Please note, the application fee is non-refundable.

- Type of Business (provide details about the nature of the business and type of work performed).

- Describe materials/equipment utilized in the business (i.e. office supplies, tools, equipment, including cargo trailers. One trailer is permitted with the business).

Where will the materials/equipment be stored? (i.e. in house, in garage, in vehicle)

- Employees: Number of people living in the home who work in the business (including self): _____
 Number of people **not living** in the home who work in the business: _____
- Will any of the following come to the home?
 Clients/Customers? Yes No estimated number per day _____ or week _____
 Deliveries? Yes No estimated number per day _____ or week _____
- Parking must be provided for employees, clients, customers and others coming to the business.
 Describe parking available on site, including amount and location of parking.

- Proposed business hours: _____
- Size of dwelling _____ sq. ft.
 Amount of space to be utilized for the home occupation (i.e. 10'x12' or 120 sq. ft.) _____
 Location of space to be utilized for the home occupation (i.e. basement, spare bedroom, garage, etc.)

- Is there any **business-related** outdoor activity at the home? Yes No
- Is there any **business-related** outdoor storage at the home? Yes No (trailer size, if applicable _____)
- Will any commercial vehicles be parked at the home in conjunction with the business? Yes No
 If yes, please describe _____

I certify that I am a bona fide resident of the above premises, that the information provided on this form is complete and accurate, that I have read the limitations set forth in this application, and that I will comply with all limitations and all other requirements of federal, state, and local law.

Applicant: _____ / _____
Signature Date

For Office Use Only: Zoning: _____ Fee: _____ _____ No other HO permits _____ No more than 25%/500 Square Feet _____ 1 or Fewer Employees? _____ Public Contact 7am-8pm _____ No outdoor activity/storage _____ No retail except off-premise or direct sales _____ No traffic/deliveries beyond normal residential _____ Adequate parking for projected visitors. _____ No noise, vibration, fumes, etc. off-premises. _____ Commercial Vehicles _____ Not prohibited by 6-304.	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Notes: </div>
Meets Minor Criteria YES or NO If NO, is use eligible for MAJOR HOME OCCUPATION PERMIT? YES or NO Special Conditions _____ _____	
Reviewer: _____ Date _____ Checked By: _____ Date _____	