



# MINOR HOME OCCUPATION APPLICATION

Division of Zoning & Development Services  
Fauquier County Department of Community Development  
16 Courthouse Square, Suite 100, Warrenton, Virginia 20186

Zoning/Development Services Phone: 540-422-8220  
Facsimile: 540-422-8231

*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 \$82.50 fee (includes technology fee) made payable to Treasurer, Fauquier County. Please note, the application fee is non-refundable.**

