



City of Manassas

HOME OCCUPATION APPLICATION AND PERMIT

Application Date:

Permit Number:

Applicant Name: _____

Site Address: _____, Manassas, VA 20110

Phone #: _____ Email: _____

Name of Business: _____

Mailing Address (if different): _____

Nature/Type of Business: _____

Is there a vehicle or equipment associated with this activity? (Circle One) YES NO

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

_____|_____|_____|_____|
Street Address State VIN or Tag # State

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: _____

<u>For Office Use Only</u>	FEE PAID: \$25.00
ZONING DISTRICT: _____	Account # 100-0000-313.33-20
Address Verified _____	PARCEL ID # _____
Vehicle Verified _____	
Zoning Administrator or Designee _____	Approval Date: _____
<p>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.</p>	

**Home Occupation Application and Permit
Must be initialed by applicant and included with application submittal.**

I, the undersigned residential occupant, do affirm that the business identified above will operate as a home occupation under the requirements set forth under Sec.130-96 of the zoning ordinance and that I have reviewed and understand the ordinance as provided below.
Applicant's initials: _____

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, except for family members residing in the dwelling unit.
 - (2) No employee, agents, customers, or clients shall be permitted to come to the dwelling unit for business-related purposes.
 - (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, fax, 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) 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.
 - (7) 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.
 - (8) 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.