



CITY OF MANASSAS
 DEPARTMENT OF COMMUNITY DEVELOPMENT
 PLANNING & DEVELOPMENT
 9800 Godwin Drive
 Manassas, VA 20110
 Phone: 703-257-8278
www.manassasva.gov/permits
 Email: permitstatus@manassasva.gov

FOR STAFF USE ONLY

APPLICATION NUMBER _____
 ADDRESS VERIFIED _____
 VEHICLE WEIGHT _____

RECEIVED

HOME OCCUPATION APPLICATION
FEE: \$25

Please visit the Commissioner of the Revenue for the business license after the Home Occupation Permit is issued.

| Applicant Information | |
|-----------------------|--------------------|
| Home Address: | Manassas, VA 20110 |
| Name: | |
| Phone Number: | |
| Email: | |

| Business Information | |
|--|--|
| Name of Business (If your business does not have a name, please write your name): | |
| Mailing Address (if different): | |
| Business Description: | |
| Does the business involve the following: <input type="checkbox"/> Construction/Contractor Services <input type="checkbox"/> Landscaping/Lawn Maintenance | |

| Application Submission Requirements | | |
|-------------------------------------|--|---|
| 1) | Applicant Signature | Sign and date the second page of the application. Contact the Community Development Department if you have any questions regarding the rules. |
| 2) | Address Verification | Formal documentation showing the applicant's name and address. (Examples include, but are not limited to: State Issued Driver's License or Identification Card, Utility Bills, or Lease Agreements.) |
| 3) | Vehicle Registration | <p>A home occupation is permitted to park ONE vehicle at the residence. Any vehicle parked at the home, regardless if it is registered as a commercial or personal vehicle, that is used for the business must submit the vehicle registration.</p> <p>Will you use a vehicle for your business? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, fill out the following information: License Plate Number: _____ Vehicle Year, Make, Model & Color: _____</p> |
| 4) | Parking Space for Customers/Clients <i>(only fill out if the business will have people travel to the house)</i> | <p>Will your business have customers/clients travelling to the dwelling? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, a dedicated parking space is required in the driveway or garage. Submit a house location survey or an aerial view showing the location of the parking space. This space is in addition to any required parking for the home as noted in Section 130-204 of the Zoning Ordinance.</p> |

Zoning Ordinance 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 to come to the dwelling unit, except for family members residing in the dwelling unit.
 - (2) No more than one customer shall be permitted to come to the dwelling unit for business related purposes at any given time and shall conform to the following requirements:
 - a. Customer contact on-site shall be by appointment only.
 - b. Customer appointments shall be limited to not more than five appointments a day, and not scheduled before 8:00 a.m. or after 6:00 p.m. Monday through Friday.
 - c. A minimum of one on-site parking space in addition to required parking for the residential dwelling unit shall be provided.
 - (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, 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) The following commercial activities are specifically prohibited, and shall not be deemed or construed as activities constituting a home occupation:
 - a. Storage or staging facilities for landscaping and lawn maintenance services or construction services.
 - b. Motor vehicle repair or motor vehicle sales and rental.
 - (7) 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.
 - (8) 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.
 - (9) 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.

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 that would otherwise prohibit this activity.

Applicant Signature _____

Date _____

You have the right to appeal the approval or denial of this permit within thirty (30) days in accordance with Virginia Code §15.2-2311. This decision shall be final and unappealable if not appealed within thirty (30) 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.