Loudoun County
Department of Building & Development
1 Harrison Street S.E., P.O. Box 7000, Leesburg, VA 20177-7000
(703) 777-0220 www.loudoun.gov/buildingpermits

Zoning Home Occupation Application

Business Name _____ Type of Business _____

Applicant's Name _____ Email Address _____

Property Address _____ City _____ State VA Zip Code _____

MCPI (Pin) Number _____ Business Located Within (check one) ☐ Home ☐ Garage ☐ Other Business Sq. Ft. _____ Specify Other Structure _____

Tax Map Number

Detailed Description Of Home Occupation: _____

Please read the following and answer questions below

Home Occupation

Per Section 5-400, home occupations are permitted within any dwelling unit, accessory building associated with a dwelling unit, or tenant dwellings permitted pursuant to Section 5-602, subject to the following:

(A) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to the use of the dwelling unit for residential purposes by the home operator.

(B) Members of the home occupation operator's family residing on the premises shall be permitted to be engaged in such home occupation.

(C) One employee (one full-time equivalent), other than members of the home occupation operator's family residing on the premises, shall be permitted to work on site. **Number of employees (excluding family members living on site):** _____

(D) An employee permitted to work on-site pursuant to subsection (C) shall require the provision of (1) off street parking space in addition to the minimum off-street parking requirement for the dwelling unit under section 5-1102 of this Ordinance. Any other need for parking generated by the conduct of a home occupation shall be met solely by off- street parking. Off-street parking required by this subsection shall not be located in a required front yard, unless located within an existing driveway.

(E) No visible evidence of the conduct of such home occupation shall be permitted other than signage permitted pursuant to Section 5-1200 of this Ordinance.

(F) There shall be no retail sales on the premises, other than items handcrafted on the premises, shall be permitted in connection with such home occupation. Office use to support retail sales off-site shall be permitted. Not more than 25% of the gross floor area of the dwelling unit, nor 25% of said gross floor area if conducted in an accessory structure, shall be used to store merchandise for retail sales off-premises.

(G) The home occupation shall not generate more than 10 additional vehicle trips (5 round trips) per day, including deliveries.
Employee trips per day: _____ **, Customer trips per day:** _____ **, Deliveries per day:** _____ **.**

(H) No equipment or process used in such home occupation shall create noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I HAVE READ THE ABOVE AND DO AGREE TO COMPLY WITH THE REQUIREMENTS.

Applicant's Signature _____ Printed Name Of Applicant _____ Phone Number _____ Date _____

Owner's Signature _____ Printed Name Of Owner _____ Phone Number _____ Date _____

OFFICE USE ONLY

THIS PERMIT IS ☐ **APPROVED** ☐ **DENIED**

SIGNATURE OF ZONING ADMINISTRATOR OR DESIGNEE _____ DATE _____ PERMIT NUMBER _____