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ZONING USE AND CERTIFICATE OF OCCUPANCY PERMIT WAIVER
[No fee]

In order to conduct business in the City of Fredericksburg, a business license is required. **Zoning Use and/or Certificate of Occupancy must be obtained prior to the issuance of a business license.** Zoning/Occupancy approval does not legalize or approve any of the following: the current use of the structure, signs, violations or non-conformities.

Zoning/Occupancy approval does not guarantee issuance of a business license.

This form is for:

Applicants who are business owners that earn an income as an independent or freelance contractor. With no physical business location, these tax payers may use their home address for the tax filing of documents.

Examples of these types of businesses are:

1. A hair stylist who "rents" a space with-in an established salon.
2. Music teachers who do their instruction at an established business or at a client's home address.
3. A retail vendor who rents a booth or other space with-in a business. i.e. antique dealer or drafter.
4. A consultant who travels to perform all work services outside of their residence.

If an applicant performs **any portions of their business from their home:** i.e. data entry, telephone appointments, etc., **do NOT use this form** and instead **complete a Home Occupation Application.**

Applicant Name: _____ Phone: _____

Business Name & Address: _____

Mailing Address [if different than business]: _____

Brief description of business: _____

E-Mail: _____

Applicant Signature: _____

Property Owner Signature: _____

For Completion by Community Planning & Building

Approved Disapproved

Certificate of Zoning Use is NOT required:

Comments: _____

Zoning Administrator

Date

Copy to: Building Services Economic Development Fire Dept. Police (Support Services Div) Commissioner of Revenue

Revised: August 2021

Waiver #: _____