



Fee (\$30.00) \_\_\_\_\_ Permit No. \_\_\_\_\_

**City of Fredericksburg**  
**Community Planning & Building Department**  
715 Princess Anne Street, P.O. Box 7447  
Fredericksburg, Virginia 22404  
540-372-1179

**HOME OCCUPATION PERMIT**

Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Home Occupation: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Mailing Address of Property Owner: \_\_\_\_\_

Description of Home Occupation (be specific): \_\_\_\_\_

**As owner(s) of the above property, I hereby authorize the use of said premises for operation of the Home Occupation as described above.**

\_\_\_\_\_  
Property Owner/Agent Sign and Print Your Name \_\_\_\_\_  
Date

**Applicant Certification**

I, \_\_\_\_\_, hereby apply for approval to conduct the Home Occupation identified above and certify that this address is my legal residence. I have read, understand, and will abide by the conditions and restrictions on Home Occupations listed on the reverse. This approval is based solely on the information provided herein. If such information should be proven inaccurate at a later date, approval will be reconsidered.

\_\_\_\_\_  
Applicant's Notarized Signature \_\_\_\_\_  
Date

CITY OF FREDERICKSBURG, COMMONWEALTH OF VIRGINIA

Subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Signature and Registration Number \_\_\_\_\_  
Commission Expiration

**FOR OFFICE USE ONLY**

If approved, this permit shall be valid until such time that the applicant ceases operation or no longer resides on the premises. No permit shall be assigned or transferred to another person. The Zoning Administrator shall have the authority to revoke any Home Occupation Permit upon thirty (30) days prior written notice to the applicant that the Home Occupation on the premises is being conducted in violation of the provisions of Section 72-42.6.D and upon the applicant's failure to correct such violation within said thirty (30) day period. Revocation of such permit shall not preclude or limit the Zoning Officer from seeking other remedies for zoning violations available under this Chapter.  **APPROVED**  **DENIED**

Comments: \_\_\_\_\_

Zoning Administrator/Officer: \_\_\_\_\_ Date: \_\_\_\_\_

## HOME OCCUPATION CONDITIONS

**Home Occupations** shall be permitted in any dwelling unit, subject to the approval of the Zoning Administrator and the following:

1. Permitted home occupations shall include, but not be limited to, the following:
  - a. Offices.
  - b. Electronic and offsite retail.
  - c. Personal services such as physical therapy by licensed individuals.
  - d. Pet grooming.
  - e. Artists and sculptors.
  - f. Authors and composers.
  - g. Tailors, dressmakers and seamstresses.
  - h. Home crafts, such as model making, rug weaving, lapidary work, and ceramics.
  - i. Schools of special education, e.g., music, art.
2. Home occupations shall not include the following:
  - a. Antique shops.
  - b. Barbershops and beauty parlors.
  - c. Nursing or convalescent homes.
  - d. Massage parlors and similar establishments.
  - e. Eating establishments.
  - f. Gift shops.
  - g. Repair services and personal service establishments, except as otherwise permitted by this Ordinance.
  - h. Riding and boarding stables or kennels.
  - i. Veterinary hospitals.
  - j. Private clubs.
  - k. Nursery schools and day care centers.
  - l. Clinics and hospitals.
  - m. Auto, small engine, and similar repair shops.
  - n. Dentists or physician offices.
  - o. Any licensed or unlicensed practitioner who performs invasive procedures (acupuncture, tattooing, body piercing, etc.)
  - p. Bars and social clubs.
  - q. Any other business that is clearly inappropriate or out of character for a residential area such that its location constitutes an adverse impact on neighboring residential properties.
3. Home occupations shall be subject to all use limitations applicable in the zoning district in which they are located. In addition, all home occupations shall be subject to the following use limitations:
  - a. The use of the dwelling unit for a home occupation must be an accessory use.
  - b. The home occupation must be conducted within the dwelling unit.
  - c. The home occupation must be conducted by persons whose principal residence is on the premises.
  - d. No more than one employee who is not a resident of the premises, paid or unpaid, shall be involved in the home occupation.
  - e. There shall be no evidence on the exterior of the premises or visible from the exterior of the premises that the property is used for any purpose other than a dwelling.
  - f. No signs shall be permitted.
  - g. No outside storage, display, or sale of merchandise, equipment or materials shall be permitted.
  - h. No audible noise, detectable vibration or odor shall extend beyond the confines of the premises, including vertical or horizontal party walls.
  - i. Classes for students or meetings with clients or customers, including delivery of materials incidental to such activities, shall not exceed five persons per day or more than three persons at any one time; provided, however, that occasional special events associated with such activities, such as graduations or recitals, may be permitted by the Zoning Administrator.
  - j. No more than 25 percent of the floor area of the dwelling unit, excluding attached garages, shall be used to conduct the home occupation.
  - k. No more than 20 square feet of the total floor area of the principal dwelling shall be used for storage of stock in trade. The storage of hazardous materials shall be prohibited.
  - l. No parking spaces shall be added on the premises for customers, clients, or students of the home occupation. No motor vehicle used by such persons shall be parked at any place on the premises except as shown on the home occupation application filed in accordance with this division.
  - m. No electrical or mechanical equipment shall be employed other than machinery or equipment customarily used in the home and associated with a hobby or avocation.

## S. Zoning Permit

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### 1. General Description

The term “Zoning Permit” is the process used for review of several different application types, including:

#### **By the Zoning Administrator:**

- **Accessory Structure Permit** – A permit required for construction of any accessory structure subject to the standards in UDO Section 72-42.  
<https://www.fredericksburgva.gov/documentcenter/view/340>
- **Antenna Structure Permit** – A permit required before to ensure that proposed antennas or other structures are permitted in the zoning ordinance and that they comply with all zoning requirements in the UDO.  
<https://www.fredericksburgva.gov/Search?searchPhrase=Antenna%20Structures%20Permit%20Application&page=1&perPage=10>
- **Certificate of Zoning Use** – A document indicating that a proposed development or use complies with all zoning-related requirements in the UDO.  
<https://www.fredericksburgva.gov/documentcenter/view/345>
- **Fence/Wall Permit** – A permit required for construction of any permanent fences or walls two or more feet in height subject to the standards in UDO Section 72-56.  
<https://www.fredericksburgva.gov/documentcenter/view/7984>
- **Home Occupation Permit** – A permit required before a homeowner or renter may operate a business out of a residential dwelling, subject to the standards in UDO Section 72-42.6.D.  
<https://www.fredericksburgva.gov/documentcenter/view/9889>
- **Homestay Permit** – A permit required before a property owner can use a residence for short term lodging rental, subject to the standards in UDO Section 72-42.6.E.  
<https://www.fredericksburgva.gov/documentcenter/view/10528>
- **Temporary Use Permit** – A permit required prior to operation of a temporary use or installation of a temporary structure, subject to the standards in UDO Section 72-43.  
<https://www.fredericksburgva.gov/documentcenter/view/360>

#### **By the Development Administrator:**

- **Sign Permit** – A permit required for installation of a sign, subject to the standards in UDO Section 72-59.  
<https://www.fredericksburgva.gov/documentcenter/view/357>

#### **By the Stormwater Administrator:**

- **Land Disturbance Permit** – A permit required for all development located in the Chesapeake Bay Preservation Overlay District (CBPO) that will disturb 2,500 square feet or more of ground area in Resource Management Areas or 10,000 square feet or more in all other areas, subject to the standards in UDO Section 72-34.5.  
<https://www.fredericksburgva.gov/documentcenter/view/7078>

## 2. Review Procedure

- a. Applicant submits an application and fee to the office of the Zoning Administrator, Development Administrator, or Stormwater Administrator, as appropriate.
- b. The Administrator reviews the application for UDO compliance within 15 days.
- c. The Administrator may approve, approve with conditions, or deny the application.
- d. Decisions of the Zoning Administrator may be appealed to the Board of Zoning Appeals within 30 days of the decision date in accordance with Code of Virginia Section 15.2-2311.

## 3. Things to Know

### Certificates of Zoning Use

Certificates of Zoning Use are required for all forms of development, a new use, change in use, change in ownership (prior to obtaining a business license), or change in the business location. A Business License must be obtained from the Commissioner of Revenue before any nonresidential use begins to operate in the City.

### Home Occupation Permit

Anyone conducting a home-based business must obtain a Business License from the Commissioner of Revenue after obtaining a Home Occupation permit from the Planning Office.

### Signs

The design of signs in Historic Districts requires a Certificate of Appropriateness from the Architectural Review Board. The design of signs in the Princess Anne Gateway Corridor Overlay and Lafayette Boulevard Gateway Corridor Overlay require approval of the Development Administrator. Signs being erected, constructed, posted, painted, altered, or relocated require a sign permit. Applicants should check with the Development Administrator before modifying or adding any signage.

## 4. Submittal Requirements

Applications are available on the City's website or in the Planning Services Division and Building Services Division. Links to the applications are also available in Part 3 of this Procedures Manual.

### Process Flow Chart **Administrative Permit**

