



# Application for Home Occupation

Tax Map No. \_\_\_\_\_ Parcel No. \_\_\_\_\_

Subdivision \_\_\_\_\_ Zoning District \_\_\_\_\_

(Above items to be completed by staff)

*Failure to fill out this application completely will result in denial.*

*Please Print or Type*

Date \_\_\_\_\_ Name \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Home owner's Name \_\_\_\_\_

Type of Home occupation Requested \_\_\_\_\_  
(i.e., bookkeeping, construction, etc.)

List all equipment to be used during the course of business (i.e., phone, computer, fax, etc.)

\_\_\_\_\_

Please give detailed description of Home Occupation. Include a description of the day to day operations.  
please give as much detail as possible.

\_\_\_\_\_

Hours of operation \_\_\_\_\_ Days of the week business will operate \_\_\_\_\_

Estimated number of people, **not including yourself**, that will arrive and depart from the home  
daily as a result of the home occupation. Include the number of delivery trucks. \_\_\_\_\_

If the Home Occupation involves the use of tools, trucks, equipment, or construction material, please identify the type of said equipment or material and place where said equipment will be stored, including, if applicable, storage facility and unit number.

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**Home Occupation Definition**

Any occupation or activity which is clearly incidental and secondary to the use of the premises for dwelling purposes and conducted solely by residents of the dwelling; provided, that:

- 1) The occupation or activity is conducted entirely within the dwelling; and
- 2) Not more than 25 percent of the first floor area is used throughout the structure for such occupation or activity; and
- 3) The occupation or activity requires no external alterations or the use or outdoor storage of machinery or equipment that creates noise, odor, smoke, dust, or glare or is dangerous or otherwise detrimental to persons residing in the home or on adjacent property; and
- 4) No exterior evidence of the secondary use exists, with the exception of one sign, not to exceed four square feet. Such a sign must be attached to the dwelling and shall not be illuminated; and
- 5) No articles are displayed or otherwise offered for sale upon the premises; and
- 6) No equipment or process is used that may disrupt neighborhood dwellings; and
- 7) Traffic is not generated in greater volumes than would normally be expected in a residential neighborhood and any need for parking generated by the conduct of such home occupation shall be met off the street.

Reference Section 24-2, James City County Code

**BY SIGNING THIS APPLICATION, I HAVE READ AND UNDERSTAND THE LIMITS OF OPENING A BUSINESS AS A HOME OCCUPATION AND AGREE TO ADHERE TO SAID DEFINITION.**

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Approved

Denied

Zoning Administrator's signature \_\_\_\_\_ Date \_\_\_\_\_

comments:

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