



Business License Zoning Verification

Commissioner's
Contact

Date

Business/Trade Name

Business Address

Tax Map #

Business Owner/Applicant/Agent

Business Owner/Applicant/Agent Address

City

State

Zip Code

Phone #

Cell #

Email Address

To minimize questions/review time, please provide complete answers to the following:

Detailed
Description of
business activities.

If you have a web
site please include
link/URL

Is this a home occupation (taking
place where you reside)?

Yes

No

By checking "Yes", I acknowledge that my home occupation is subject to
the zoning regulations listed on page 2 of this form.

Are you open to the public?

Yes

No

If "Yes," who are your
customers

Do you know what type of business
previously occupied this space?

Yes

No

If "Yes," please describe

Are you expanding the space (e.g.,
combining two suites), adding on to
the building, adding parking or
outdoor space?

Yes

No

If "Yes," please describe

I understand that it is my obligation to provide accurate information related to the nature of my business and the space I am occupying. Misrepresenting the nature of a business or its space may result in the need to relocate the business or modify the space or activity. Future modifications to the business or space may require additional review by the city.

Initial Here

Planning Building & Development 215 Church Ave., SW, Room 170 Roanoke, VA 24011

Phone: (540) 853-1090 www.roanokeva.gov permitcenter@roanokeva.gov

Zoning Ordinance Requirements for Home occupations

[Full Version from the City's Zoning Code - Section 36.2-413](#)

Home occupation: An occupation conducted as an accessory use within a dwelling unit or within an accessory structure located on the same lot as the dwelling unit, and conducted by the resident thereof, provided that the use is limited in extent and incidental and secondary to the use of the dwelling unit for residential purposes and does not change the character of the dwelling unit or the lot on which the dwelling unit is located.

Personal service home occupation: A home occupation that generally provides services to an individual client related to the care of a person, a person's apparel, or the training and development of a person, including, but not limited to, beauty or barber shops, nail salons, dressmakers or tailors, music or art lessons, photography or portrait painting, and tutoring, but not including medical services, tattoo parlors, or body piercing establishments.

General standards for all home occupations. Any home occupation, including a personal service home occupation, shall be subordinate and incidental in both character and scale to the use of a dwelling unit for residential purposes. Home occupations shall not compromise the residential character of an area, shall not generate conspicuous traffic, shall not visually call unusual attention to the home, and shall not generate noise of a nonresidential level. There shall be no limit to the number of home occupations permitted per dwelling unit, provided that any home occupation, including a personal service home occupation, shall be subject to all of the following standards:

- (1) The home occupation shall be conducted entirely within the interior of the principal residential structure or within an accessory structure located on the same lot.
- (2) There shall be no change in the outside residential appearance of any structure for the purpose of the establishment of the home occupation.
- (3) There shall be no addition of parking spaces to accommodate the home occupation.
- (4) Home occupations shall not occupy more than a cumulative total of two hundred fifty (250) square feet of the finished floor area of any dwelling unit or accessory structure in which the home occupations are located.
- (5) There shall be no outdoor storage of goods, products, equipment, or other materials associated with the home occupation.
- (6) There shall be no display of goods, merchandise, or products visible from the street or any adjoining property.
- (7) No equipment or processes not normally associated with a dwelling unit or which cannot be accommodated on existing utility or standard electrical services shall be permitted.
- (8) No commercial motor vehicle shall be used, parked, or stored on the site in connection with the home occupation.
- (9) Mechanized equipment shall be used only in a completely enclosed building.
- (10) No equipment or process which generates dust, odors, noise, vibration, or electrical interference or fluctuation that is detectable beyond the property line or through common walls shall be used in a home occupation.
- (11) Deliveries related to a home occupation shall be limited to the United States Postal Service, parcel delivery services, and messenger services. The home occupation or personal service home occupation shall not involve the commercial delivery by tractor trailer of materials or products to or from the premises.
- (12) A home occupation shall comply with all local, state, or federal regulations pertinent to the activity pursued, and the requirements of or authorization granted by this chapter shall not be construed as an exemption from such regulations.
- (13) No sign may be placed on the property advertising the home occupation.

Specific standards for home occupations as permitted accessory uses. Home occupations, except those defined as personal service home occupations, are subject to the general standards set forth, and the following additional standards:

- (1) No more than a total of one (1) person other than family members residing on the premises shall be engaged in or employed by such home occupations, regardless of the number of home occupations associated with the dwelling unit; and
- (2) No customer or client shall travel to the dwelling in connection with the home occupation.

Specific standards for personal service home occupations. Personal service home occupations are subject to the general standards for all home occupations set forth in subsection (d), above, and the following additional standards:

- (1) No persons other than family members residing on the premises shall be engaged in or employed by such personal service home occupation.
- (2) Not more than one (1) separate entrance or exit to the residence or accessory structure solely for the purpose of the personal service home occupation shall be permitted. The creation of any such separate entrance shall not be permitted on the front façade of the residential dwelling.

Specific standards for Landscaping and repair home occupations.

- (1) Home occupations relating to landscaping or lawn services may operate as a home occupation if the home occupation is used only for office functions.
- (2) Home occupations relating to repair and service on motor vehicles, appliances, or similar goods, may operate as a home occupation, if the home occupation is used only for office functions.