



Montgomery County, Virginia

HOME OCCUPATIONS

In an era of telecommuting, the growth of small enterprises, and the need for additional income, home occupations offer a way of earning extra income or providing alternatives to long distance commuting. While home occupations can be a good way to develop a small business without making a large investment in an office or shop, they can also create problems in the adjoining neighborhood, including increased traffic problems and complaints about noise, parking, and trash. For this reason, the Montgomery County Zoning Ordinance regulates home occupations located in the unincorporated portions of the county. Home occupations are permitted in the A-1, C-1, R-R, R-1, R-2, R-3, RM-1, and PUD-Res zoning districts.

According to the Montgomery County Zoning Ordinance, a home occupation is a business activity marked by a number of characteristics:

- Employs only members of the family residing in the residence (no non-resident, non-family employees);
- Is a secondary use of the residential structure (you must live there);
- The area shall not exceed 25% of the gross floor area of the dwelling unit; however, activity may occur in an accessory building on the property
- Creates no exterior impacts, including traffic, parking demand, noise, vibration, glare, odors, or electrical interference
- Maintains the residential quality of both the immediate property and the neighborhood

Home occupations typically include: telecommuting professions, computer services, consulting, business, or financial service professions where customer interaction is done via the web or in locations other than the residential structure.

In addition to the requirements included in the Montgomery County Zoning Ordinance, there are some other considerations:

- Montgomery County does not issue a business license; however, if your business involves retail sales, you will need to collect sales tax. For more information on required taxes, contact the Commissioner of Revenue at 540-382-5710.
- If your business involves food preparation (e.g. catering), you will need to talk to the Health Department, at 540-381-7114, about a food service permit.
- If you are proposing any additions or alterations to structures on your property contact the Montgomery County Inspections Department.
- If you plan to install a sign at your house to identify your home occupation you will need to verify the sign requirements with Montgomery County Planning and obtain a separate permit.
- If your business creates heavy traffic, noise, parking problems, involves night-time deliveries, or creates other nuisances not suitable for a residential area it will likely require a special use permit or to be located in a different zoning district.

To obtain approval for your home occupation please complete page 2 of this document.

**Montgomery County Planning & GIS Services
755 Roanoke Street Suite 2A, Christiansburg, VA 24073
Telephone: 540-394-2148 Email: mcplan@montgomerycountyva.gov**



Montgomery County, Virginia Home Occupation Application

Applicant Name: _____

Property Owner's Name: _____

Site Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone #: (____) _____ Cell #: (____) _____

OFFICE USE ONLY:

Date Received: _____

Parcel ID #: _____

Zoning Designation: _____

Permit # _____

PLEASE PROVIDE:

1) Proposed Business Name _____

2) Detailed description of Home Occupation: _____

3) A Floor Plan sketch for each floor of your residence including dimensions for each floor, indicating the location and size of your proposed business.

4) Dwelling Unit: _____ SQ. FT. Home Occupation: _____ SQ. FT. (portion of house used for business)

5) Total # of Employees: _____ # of Employees living w/in the dwelling (including yourself): _____

6) Will your business have a sign? NO YES If yes, please obtain a **Zoning Sign Permit**

I certify that I have read and understand the home occupation regulations and the proposed use complies with current county zoning regulations. I understand that violation of any of these conditions could result in revocation of this approval and possible legal action by Montgomery County.

Applicant Signature **Date**

Property Owner Signature *(if different from Applicant)* **Date**

Submit this form and associated documents for approval to mcplan@montgomerycountyva.gov

Permit Approved:

Conditions/Restrictions: _____

Zoning Administrator/Designee **Date**