



Montgomery County, Virginia

HOME OCCUPATIONS

HOME BUSINESSES

In an era of telecommuting, the growth of small enterprises, and the need for additional income, home occupations and businesses 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 both home occupations and home businesses 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; some computer services; and consulting, business, or financial service professions where the customer interaction is done in locations other than the residential structure.

The primary difference between home occupations and home businesses deals with the number and type of employees the business may hire. Home businesses can employ residents of the household and up to two (2) nonresident, non-family employees. Other characteristics of home businesses match those of home occupations:

- is a subordinate use (and clearly incidental) of a residential structure (you must live there);
- the area used does not exceed 25% of the gross floor area of the dwelling unit;
- 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

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. First, 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. Second 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. Third be sure to contact the Montgomery County Inspections Department if you are proposing any additions or alterations to structures on your property.

You are allowed to install a sign at your house to identify your business, but it **must not be any larger than four (4) square feet and setback at least ten (10) feet from all property lines.**

Finally, use common sense and practice common courtesy. A business which creates heavy traffic, noise, parking problems, involves night-time deliveries, or creates other nuisances is not suitable for a residential area and will require different zoning. There are an adequate number of business properties available in Montgomery County, and one of the local realtors will be happy to help you find a suitable location.

To obtain approval for your home occupation or business:

PLEASE COMPLETE THE REVERSE SIDE OF THIS DOCUMENT AND RETURN IT TO THE PLANNING DEPARTMENT BY E-MAIL, MAIL OR FAX.

For additional information contact:

**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: _____ Received by: _____ Tax Parcel No: _____ Parcel ID No: _____ Zoning Designation: _____
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? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please complete an <i>Application for Zoning Approval of Sign Permit</i>	

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

Zoning Administrator

Date

Please return this form for approval to:

Montgomery County Planning & GIS Services
755 Roanoke Street Suite 2A, Christiansburg, VA 24073
mcplan@montgomerycountyva.gov