



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (703) 491-4962 • info@occoquanva.gov
www.occoquanva.gov

TOWN USE ONLY

Cert. #: _____

Issue Date: _____

BPOL #: _____

HOME OCCUPATION CERTIFICATE

Resident's Name: _____

Address: _____ PO Box _____, Occoquan, VA 22125

Name of Business: _____

Type of Business: _____

This certificate represents zoning approval to conduct the Home Occupation identified above.

1. The operation of the home occupation must be conducted entirely within the dwelling unit (not in any accessory structure, i.e. detached shed/garage) by the owner/occupant residing in the dwelling and shall not change the character of the dwelling unit nor exhibit any exterior evidence of nonresidential use. No outside storage shall be permitted. Commercial deliveries and pickups of supplies associated with the home occupation shall not be made between the hours of 10:00 p.m. and 7:00 a.m. on weekdays and between the hours of 10:00 p.m. and 9:00 a.m. on Saturdays, Sundays and legal holidays.
2. No additional signs, freestanding or otherwise, shall be permitted on the property or on the exterior of the dwelling unit besides those permitted by § 157.320 Table 1.
3. The storage of materials, merchandise or equipment on the property is limited to nontoxic or nonhazardous materials in quantities customarily found within a residential dwelling and necessary to conduct the home business occupation.
4. One marked company vehicle shall be permitted. A marked company vehicle is a vehicle that is externally marked with any commercial markings. A company vehicle is a passenger motor vehicle or light duty truck less than 7,500 pounds gross vehicle weight exclusively used in a business or commercial activity and shall not include any of the following: contractor's equipment or other heavy equipment; a garbage truck; tractor; trailer of a tractor-trailer truck; flatbed truck; dump truck; tow truck; passenger bus; cement truck; and step vans. The marked company vehicle must be kept in a garage or accessory building.

5. The area devoted to the home occupation shall not exceed 25% of the gross floor area of the dwelling unit.

6. The home occupation certificate shall terminate on the earlier to occur of:

- (1) The termination of the home occupation; or
- (2) The applicant becoming a resident at a different location.

(1998 Code, § 66-10) (Ord. passed 9-5-2017; Ord. O-2019-05, passed 3-5-2019)

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 above conditions and restrictions on Home Occupations. This approval is based solely on the information provided herein. If such information should be proven inaccurate at a later date, approval may be revoked by order of the Zoning Administrator.

Applicant Signature *Date*

Print Name, Title

Phone Number *Secondary Phone Number*

Email Address



TOWN OF OCCOQUAN APPROVAL:

Kathleen R. Leidich, Town Manager *Date*

Return completed forms to Town Hall, 314 Mill Street, Occoquan, VA 22125
or mail to Town of Occoquan, PO Box 195, Occoquan, VA 22125.

Contact Town Hall at (703) 491-1918 or info@occoquanva.gov.

All home-based businesses are required to obtain a valid Business and Professional Occupational License (BPOL) annually from the Town of Occoquan. BPOL is due annually on March 1.