



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125  
(703) 491-1918 • Fax (571) 398-5016 • 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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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 use shall not be made between the hours of 10:00 PM and 7:00 AM on weekdays or between the hours of 10:00 PM and 9:00 AM 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 Town Code § 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's becoming a resident at a different location.

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.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

TOWN OF OCCOQUAN APPROVAL:

\_\_\_\_\_ Date: \_\_\_\_\_  
Town Manager