



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. No employees shall be permitted to work on the premises, except for family members residing in the dwelling.
2. No employee, agent, customer, or client shall be permitted to come to the dwelling unit for business related purposes.
3. No business signs, freestanding or otherwise, shall be permitted on site.
4. On-site storage of materials, merchandise, or equipment is limited to materials customarily found within a residential dwelling such as yarn, cloth, paint, and cosmetic or similar non-toxic or non-hazardous material, and a telephone, computer, or other typical light office equipment necessary to the home business occupation.
5. One company vehicle shall be permitted. 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 or trailer of a tractor-trailer truck, dump truck, tow truck, passenger bus, cement truck, and step vans. The company vehicle must be kept in a garage, accessory building or in designated parking spaces within off-street parking areas in such a manner that meets or exceeds other provisions of the Town Code.

- 6. The operation must be conducted entirely within the dwelling (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 use shall be limited to not more than one per day and shall be made only during business hours.

- 7. The area devoted to the home occupation shall not exceed 25 percent of the gross floor area of the dwelling unit.

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:

 Kirstyn Barr Jovanovich, 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.
www.occoquanva.gov