



Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

Phone: 703-255-6341 | Hours: Monday – Friday, 8:00 am - 4:30 pm

HOME CERTIFICATE OF OCCUPANCY POLICY ACKNOWLEDGEMENT

A Home Occupation is defined in Section 18-902 of the Vienna Town Code as follows: Home-based business, sometimes known as a home occupation, means any accessory use of a dwelling as a commercial use.

Please note that prohibited home-based businesses can be found in Section 18-327.1.

Section 18-327 Home-Based Business

2. All home-based businesses shall comply with the following requirements:
 - A. Shall be operated entirely within the dwelling unit or accessory structure and only by the person maintaining a dwelling therein;
 - B. Shall not cause any change in the outside appearance of the building or premises, or any other visible evidence of the conduct of a home-based business;
 - C. Shall not utilize more than twenty-five (25) percent of the gross livable floor area of the dwelling, including the basement;
 - D. Shall not employ any person other than a member of the immediate household residing on the premises;
 - E. Shall not use any equipment other than that normally used for domestic, hobby, and household or small office purposes in a dwelling;
 - F. Shall not involve the emission of any sounds, odors, or smoke beyond the property line in excess of normal single-unit dwelling use;
 - G. Shall not include any service involving the presence of more than one customer or client on the premises at a time and must be by appointment basis only;
 - H. Shall not constitute a nuisance because of impacts on sidewalk or street traffic;
 - I. Shall not adversely affect the use and development of adjoining properties in the immediate neighborhood;
 - J. Shall not include the storage of hazardous materials; and
 - K. Shall not include the display of products visible from the street.
3. No person shall conduct a home-based business without obtaining the appropriate business, service or occupational license required by law. All home occupations shall comply with applicable state, federal, and local regulations.

I, _____, certify that I understand the home occupation restrictions and ordinance, Section 18-327 of the Town Code, and a violation of such restrictions may result in the revocation of my home occupation permit. I also understand that this certificate does not take the place of any other licenses that may be required.

(Please sign and upload as part of the Home Certificate of Occupancy application)