



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 MAIL OR FAX.

**For additional information contact:
Montgomery County Planning & GIS Services
755 Roanoke Street Suite 2A, Christiansburg, VA 24073
540-394-2148 Fax: 540-381-8897**



Montgomery County, Virginia Home Occupation/ Home Business Application

Applicant Name: _____	OFFICE USE ONLY:
Property Owner's Name: _____	
Mailing Address: _____	Date Received: _____
City: _____ State: _____ Zip: _____	Received by: _____
Email Address: _____	Tax Parcel No: _____
Phone Number: (____) _____ Fax Number: (____) _____	Parcel ID No: _____
Cell Phone Number: (____) _____	Zoning Designation: _____
Type of Home Occupation / Home Business (Describe in detail): _____	

Proposed Business Name: _____	
Square footage of dwelling unit: _____ Square footage used for Home Occupation _____	
Total # of Employees: _____	
# of Employees living w/in the dwelling (including yourself) _____	
<u>Attach a sketch of your residence indicating the location of size of your proposed business and any sign that will be installed.</u>	

I certify that I have read 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

Approved by:

Zoning Administrator

Date

Please return this form for approval to:
Montgomery County Planning & GIS Services
755 Roanoke Street Suite 2A, Christiansburg, VA 24073
540-394-2148 Fax: 540-381-8897