



**City of Richmond, Virginia**  
**Department of Planning and Development Review, Zoning Administration Division**  
**900 East Broad Street • City Hall - Room 110 • Richmond, Virginia 23219**

• <http://www.richmondgov.com/PlanningAndDevelopmentReview/ZoningDivision.aspx>

Office: (804) 646-6340 • Facsimile 804-646-6948

**TO BE COMPLETED BY THE APPLICANT**  
 Applicant must complete ALL items.

HOME/SITE ADDRESS: \_\_\_\_\_ APARTMENT NO/SUITE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_

TRADE NAME (IF APPLICABLE): \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

**CERTIFICATION**  
 (MUST CHECK ONE)

- Ownership Change (Multi Family or Commercial)** -- I acknowledge that I am certifying and affirming that I am rightfully the new owner of such building. I acknowledge that I am certifying and affirming that I will comply with ALL rules and my signature (below) confirms my knowledge and understanding of the conditions of approval in the Zoning Ordinance.
- Tenant Change** -- I acknowledge that I am certifying and affirming that I have rightfully received authorization of the property owner OR agent for property owner to operate the **commercial** business requested at this site location as a new tenant. I acknowledge that I am certifying and affirming that I will comply with ALL rules and my signature (below) confirms my knowledge and understanding of the conditions of approval in the Zoning Ordinance. I further certify and understand the owner and/or agent will obtain a copy of this approval and document.
- Wireless Communications (Small Cell)** -- I acknowledge that I am certifying and affirming that I have rightfully received authorization of the property owner(s) OR agent for property owner(s) to install a small cell facility on *private property* located inside an enclosure of no more than six cubic feet in volume, or in the case of an antenna that has exposed elements, the antenna and all its exposed elements can fit within an imaginary enclosure of no more than six cubic feet. I acknowledge that I am certifying and affirming that I will comply with the ALL rules and my signature (below) confirms my knowledge and understanding of the conditions of approval in the Zoning Ordinance. I further certify and understand the owner and/or agent will obtain a copy of this approval and document.
- Home Occupation** (Please see page 2) -- I acknowledge that I am certifying and affirming that I have rightfully received authorization of the property owner OR agent for property owner to operate my home business. I will comply with the home occupation rules (see page 2) & my signature confirms my knowledge and understanding of the conditions of approval in the Zoning Ordinance. I further certify that I reside on the premises identified and understand the owner and/or agent will obtain a copy of this approval and document.

***Failure to comply with the above rules constitutes a violation of the Zoning Ordinance subject to a revocation of approval and fine; if convicted, of up to one-thousand (\$1,000) dollars and/or up to one (1) year in jail.***

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE



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HOME OCCUPATION

*Any occupation, profession, business or enterprise which is incidental and secondary to the principal use of the premises as a dwelling unit*

- (1) *Employment.* Only persons living together as a family on the premises shall be employed on the premises in the conduct of the home occupation.
- (2) *Location.* The home occupation shall be conducted within the dwelling unit or within a completely enclosed accessory building on the same property, provided that the home occupation use of an accessory building shall be permitted only when authorized by exception granted by the board of zoning appeals pursuant to section 30-1040.3 of this chapter. Use on an accessory building for motor vehicle parking or incidental storage of products or materials used in conjunction with a home occupation conducted within the dwelling unit shall not require an exception. There shall be no outside activity or outside storage of products or materials in conjunction with any home occupation.
- (3) *Area.* The home occupation, whether located in the dwelling unit or in an accessory building, shall not occupy an area greater than the equivalent of 25 percent of the enclosed and heated floor area of the dwelling unit or more than 500 square feet, whichever is less. Areas within enclosed buildings and use for parking of vehicles as may be required by section 30-640.2 of this chapter shall not be included in calculation of the area devoted to the home occupation.
- (4) *Appearance.* There shall be no signs, other than specifically permitted by article V of this chapter, and no displays or alterations to the exterior of the building or premises that would distinguish it as being devoted to a non-dwelling use.
- (5) *Intensity/traffic.* Visitation by clients, customers, vendors or other visitors associated with the home occupation, including deliveries, shall not exceed a total of four vehicles per day, nor more than two persons at any one time, and shall occur only between the hours of 8:00 AM and 6:00
- (6) *Vehicles.* Parking or storage of vehicles shall be subject to the limitations set forth in section 30-640.2 of this chapter, provided that no more than two vehicles used in conjunction with a home occupation shall be parked or stored on the premises either outside or inside a completely covered enclosed building.
- (7) *Prohibited activities.* In conjunction with any home occupation, no product shall be offered for sale directly to customers on the premises, there shall be no housing of persons for compensation, and there shall be no repair of vehicles or internal combustion engines.

**The following uses or activities shall be prohibited as a home occupation: beauty salons, barber shops, manicure or pedicure services, massage therapy, medical or dental offices and clinics, catering businesses, kennels, veterinary clinics and similar uses or activities.**

- (8) *Performance.* There shall be no process or activity conducted or equipment operated that generates any noise, vibration, odor, smoke, fumes, glare or electrical interference discernable to the normal senses beyond the lot lines of the property on which the home occupation is conducted. In the case of a home occupation conducted in a dwelling unit other than a single-family detached dwelling, such impacts shall not be discernable to the normal senses outside of the dwelling unit. The use or storage or both of hazardous materials of such type or in such quantities not normally permitted in a residential structure shall be prohibited.

**NOTE:**

No vehicle that exceeds an empty weight of six thousand five hundred (6,500) pounds, semi-trailer or commercial vehicle shall be parked or stored outside of a completely enclosed building. For the purposes of this section, a commercial vehicle is defined as a load or empty motor vehicle that exceeds an empty weight of six thousand five hundred (6,500) pounds, a trailer or semitrailer, designed or regularly used for carrying freight, merchandise, or more than ten (10) passengers, including buses.