

**TOWN OF BLACKSBURG  
HOME OCCUPATION APPLICATION**

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

Address of Home Occupation: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Applicant (Please print clearly): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_

Type of Business: Please provide a detailed description of the proposed Home Occupation such as: (a) activities involved; (b) materials and equipment used; (c) methods of operation, and (d) services provided

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**In addition, please respond to the following (use back of form if additional space is needed).**

1. How many persons will be involved or employed in the conduct of the proposed occupation:

Permanent residents \_\_\_\_\_ others \_\_\_\_\_ total # \_\_\_\_\_.

2. What type of product will be produced, serviced, or repaired or service provided in the conduct of your Home Occupation? (For example: repair of clocks or watches, making jewelry, financial consulting, etc.) Explain:

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3. Describe any alterations to the home or premises that might be required to facilitate your Home Occupation.

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4. Describe what rooms will be used in the conduct of the Home Occupation and how these rooms will be used. (For example: garage will be used to store supplies, or den will contain a desk and file cabinets, etc.)

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5. Describe the mechanical and/or electrical equipment (including office equipment) that will be necessary to the conduct of your activity.

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6. Describe how, where, and in what amounts the material, supplies, and/or equipment related to your proposed Home Occupation will be displayed or stored.

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7. Will people come to your home to obtain any product or utilize any service connected with the proposed Home Occupation activity? Yes \_\_\_\_\_ No \_\_\_\_\_.

If Yes, please explain in detail \_\_\_\_\_  
\_\_\_\_\_

8. Are any signs proposed on vehicles to be parked at this location relative to the Home Occupation? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe type, size, and location.

\_\_\_\_\_

9. If trucks or other equipment will be used in your Home Occupation, where will they be parked or stored?

\_\_\_\_\_

10. What materials will be received at or distributed from this address?

\_\_\_\_\_

11. Will the Home Occupation involve the use of commercial vehicles for delivery of materials to or from the premises? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain \_\_\_\_\_  
\_\_\_\_\_

12. What is the approximate square footage of your house, and how much of this space will be used for the Home Occupation? \_\_\_\_\_

\* \* \* \* \*

Please read the attached excerpt from the Town Code regarding restrictions on Home Occupations.

**I have read and understand Article IV, Division II, Section 4211 (Home Occupations) and believe, to the best of my knowledge, that my proposed Home Occupation would not violate any portion of said Ordinance.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

For More information: Lisa Browning, Division of Planning (540) 961-1126

Please return completed form to:  
Lisa Browning  
Division of Planning  
Post Office Box 90003  
300 South Main Street  
Blacksburg VA 24060-90003

DEFINITION OF HOME OCCUPATION--An accessory use of a dwelling unit for gainful employment involving the production, provision, or sale of goods and/or services.

Sec. 4211 Home occupations.

- (a) Intent--Under certain unique circumstances a small-scaled commercial activity may be an appropriate use within a residential dwelling. The standards and procedure for establishing such uses are intended to limit the scope and nature of such uses and insure compatibility with the adjoining properties.
- (b) General standards:
  - (1) Home occupations shall be clearly incidental and secondary to the use of the dwelling for residential purposes and shall not change its character as a residence. The use of colors, materials, construction, lighting, or other means inconsistent with a residential use shall be prohibited.
  - (2) No equipment or process shall be used in a home occupation which creates noise in excess of 60dB(A) measured at the property line, or vibration, glare, fumes, odors, or electrical interference detectable to the normal senses or impactive to uses off the premises or through common walls. In the case of electrical interference, no equipment or process shall be used which creates interference in any legal cable, broadband, telecommunications, radio or television receivers off the premises or through common walls.
  - (3) There shall be no outside storage of goods, products, equipment, or other materials associated with the home occupation, nor shall these materials be stored inside an accessory structure. No toxic, explosive, flammable, radioactive, or other hazardous materials used in conjunction with the home occupation shall be used, sold, or stored on the site.
  - (4) The maximum floor area permitted for a home occupation shall be 25% of the finished floor area of the dwelling unit. Storage of goods or products shall not exceed 5% of the finished floor area.
  - (5) One person who is not a permanent resident of the dwelling may be engaged or employed in the home occupation.
  - (6) The street address of the home occupation may be used in advertisements.
  - (7) No sign may be placed on the property advertising the home occupation.
  - (8) The type and volume of traffic generated by a home occupation shall be consistent with the traffic generation characteristics of other dwellings in the area. In addition, the lot or property on which the home occupation is conducted shall not have any parking spaces added to it during the time the home occupation is being conducted.
  - (9) The home occupation shall not increase demand on water, sewer, or garbage collection services to the extent that the combined demand for the dwelling and home occupation is significantly more than is normal to the use of the property for residential purposes.

Secs. 4212--4215 [Reserved].