



Planning & Community Development
221 Nursery Ave. S. Purcellville, VA. 20132
(540) 338 2304

HBUS

HOME OCCUPATION PERMIT

Applicant Name: _____ Business Name: _____

Property Address: _____

Phone Number: _____ EMAIL : _____

Property Owner(s) Name (is different): _____

Mailing Address: _____

Phone Number: _____ EMAIL : _____

Please provide a written description of your proposed Home Occupation. (Nature of business operation; hours of operation; # of clients expected to visit, if any; business vehicles: etc) **Failure to submit a full description may result in delayed review and approval.**

Applicant Signature: _____ Date: _____

The information provided is accurate to the best of my knowledge. I understand that the Town may deny, approve or conditionally approve that for which I am applying and I will ensure strict compliance with the terms of this permit and all other applicable requirements of the Town of Purcellville Zoning Ordinance. Furthermore, I grant permission to the Town or it's authorized agents to enter the property and make such investigations and tests as they deem necessary.

_____	_____	_____
Property Owner(s) Printed Name	Property Owner(s) Signature	Date

.....
(UPDATED 2025-04-23) **BELOW FOR OFFICE USE ONLY**

PERMIT FEE _____	_____	_____
	Zoning District	MCPI#
BUS LICENSE PAID: _____	PROPERTY TAXES PAID: _____	

ZONING ADMINISTRATOR / DESIGNEE DATE



HOME OCCUPATION REGULATIONS (ARTICLE 3 SECTION 3.6)

The purpose of this section is to provide for the operation of a business on a limited scale within a residential neighborhood. This section seeks to protect both the residential character of neighborhoods within the town as well as the interests of the home occupation operator by preventing excessive noise, traffic, nuisance, safety hazards and other potential adverse impacts of commercial uses conducted in residential areas. Home occupations including any professional, vocational, business, trade and personal service, excluding retail sales, in conformance with this regulation may be conducted in any residential district upon obtaining approval of a Home Occupation Permit application:

- 1) The home occupation shall be conducted by a person or persons who are residents of the property. Members of the family occupying the dwelling may be employed on the premises in connection with the home occupation. Up to two employees, other than members of the family occupying such 112 dwelling shall be permitted to work on- site provided one additional off-street parking space is provided for each employee in addition to the minimum off-street parking requirements for the property.
- 2) No more than 25 percent of the total floor area of the dwelling unit, and/or any accessory structure, shall be devoted to the home occupation.
- 3) There shall be no alteration in the residential character of the premises in connection with the operation of the home occupation, nor shall any home occupation detract from the residential character of the neighborhood.
- 4) No home occupation shall be operated in a manner, as to cause traffic hazards or congestion, offensive noise, vibration, smoke or other particulate matter, odorous matter, heat, humidity, glare, electronic interference or otherwise constitute a nuisance or safety hazard to the occupants of nearby properties. There shall be no storage of hazardous materials. Nor shall any home occupation detract from the residential character of the neighborhood.
- 5) No outdoor storage shall be permitted.
- 6) No commercial sign shall be displayed.
- 7) Traffic shall not be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood.
- 8) Vehicle parking shall be located on the same lot or premise as the home occupation and shall be restricted to designated parking areas; e.g., driveways. Commercial vehicles associated with the home occupation shall not be parked on the same lot or premise as the home occupation nor on the neighborhood streets.
- 9) A Town of Purcellville business license is required for all home occupations.

I _____, do hereby certify that I understand the Home Occupation regulations

Applicant Name (Printed)

(Article 3 Section 6 Purcellville Zoning Ordinance) I also understand that this permit does not take the place of other licenses that are required by law. I agree to comply with the conditions of this permit and all other applicable Town requirements.

Applicant Name (printed)

Applicant Signature

Date