

Roanoke County Business License Zoning Compliance Checklist
For Business License Review Purposes Only



Date: _____

Permit Number: _____

Zoning Use Type: _____

(A) All Applicants

Business Type: ☐ Commercial Business or ☐ Home Occupation

Business Name: _____

Physical Address: _____

Tax Map Number: _____ Zoning District: _____

Property Owner: _____ Phone Number: _____

Applicant (if not owner): _____ Phone Number: _____

Applicant Email Address: _____

Please provide a detailed description of the proposed business activities. You may attach additional pages with this form if needed:

(B) Commercial Business Applicants Only

Existing Use: _____

Proposed Use: _____

1. Has a Certificate of Occupancy been issued by Development Services? Yes / No
CO Permit #: _____
(Attach a copy of the Certificate of Occupancy. If one does not exist, it will need to be requested and purchased)
2. Will there be any alterations? (structural, electrical, plumbing, mechanical, or accessibility) Yes / No
3. Will a sign be placed on the property? *(If yes, a sign permit is required)* Yes / No

(C) Home Based Business Applicants Only

Total finished sq. ft. of house:	
Sq. ft. of business area: <i>include accessory structure if applicable</i>	
Percentage:	

Maximum Allowances:

Type I: Max 10% of finished floor area, or 250 sq. ft.

Type II: Max 25% of finished floor area, or 500 sq. ft.

Will there be additional employees of the home occupation, not including the permanent residents of the dwelling? If yes, how many? _____	Yes / No
Will additional volume of traffic be generated?	Yes / No
Will additional parking spaces be required?	Yes / No
Will there be any vehicles and/or trailers parked on the property in conjunction with the home based business? Type: _____	Yes / No
Will there be any outside storage of goods, products, equipment or other materials?	Yes / No
Will the use be conducted before 7:00 a.m. or after 10:00 p.m.?	Yes / No
Will a sign be placed on the property?	Yes / No
Will there be any alterations to the dwelling or accessory structure for the home based business?	Yes / No
Have you read Section 30-82-3 of Roanoke County Code which details the use and design standards for Home Occupations, and do you agree to abide by the applicable regulations?	Yes / No

If this home occupation is for a home beauty/barber salon, pet grooming or pet breeding, additional use and design standards apply.

(D) All Applicants and Staff

It is the responsibility of the property owner to notify the Roanoke County Planning Department of any changes to the business operation not noted on this form. Any deviations, changes, or revisions to the operation of the intended use not indicated on this form may void the zoning approval for this use. Information for the zoning compliance checklist has been supplied by the applicant. Roanoke County will not be held responsible for inaccurate information on this application.

Applicant Signature: _____ Date: _____

All standards have been met, and the business license is acceptable per zoning review:

Staff Signature: _____ Date: _____

Additional Notes:

Sec. 30-82-3. - Home Occupations, Type I and Type II.

(A) *Intent.* These provisions are adopted in recognition that certain small-scaled commercial activities may be appropriate accessory uses within residential dwellings. The character and scale of such commercial activities must be subordinate and incidental to the principal use of the premises for dwelling purposes, and must be consistent with the predominant residential character of the property and/or surrounding neighborhood. In addition, these provisions are intended to limit the size of such home occupations so as to not create an unfair competitive advantage over businesses located in commercially zoned areas.

(B) **General standards:**

1. More than one (1) home occupation may be permitted provided the total floor area used for all home occupations do not exceed the applicable Type I or Type II standard.
2. No dwelling or structure shall be altered, occupied or used in a manner which would cause the premises to differ from a character consistent with a residential use. The use of colors, materials, construction, lighting, or other means inconsistent with a residential use shall be prohibited.
3. There shall be no outside storage of goods, products, equipment, or other materials inconsistent with a residential use associated with the home occupation. 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. The sale of firearms as a home occupation shall be prohibited.
4. 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, nor shall any parking space be used that was not customarily or regularly used prior to that time.
5. Deliveries related to the home occupation shall be limited to the United States Postal Service, parcel delivery services, and messenger services. The commercial delivery by tractor trailer of materials or products to or from the premises shall be prohibited.
6. 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.
7. No equipment or process shall be used in a home occupation which creates noise in excess of 60 dB(A) measured at the property line, or vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the premises or through common walls. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises or through common walls.
8. No activity in conjunction with a home occupation shall be conducted before 7:00 a.m. or after 10:00 p.m. that adversely impacts or disturbs adjoining property owners.
9. Temporary portable storage containers shall not be used in conjunction with a Type I or Type II home occupation or used as a principal use or principal building or structure.

(C) *Additional standards for all **Type I** home occupations:*

1. The maximum floor area permitted for a home occupation shall be ten (10) percent of the finished floor area of the dwelling unit. Storage of goods or products shall not exceed five (5) percent of the finished floor area.
2. Home occupations shall be confined to the primary dwelling. To conduct a home occupation in an accessory building, a special use permit shall be obtained from the board of supervisors pursuant to section 30-19.
3. No one (1) other than permanent residents of the dwelling shall be engaged or employed in such occupation.
4. There shall be no display or storage of goods or products visible from the public right-of-way or adjacent property.
5. The sale of goods or products or providing services which involve the consumer coming to the premises shall be limited to no more than ten (10) customers or clients per day. Baby sitting for five (5) or less children shall be permitted.
6. Lessons in the applied arts shall be permitted, provided the class size for any lesson does not exceed five (5) students at any one (1) time and shall not exceed ten (10) students per day.
7. No sign may be placed on the property advertising the home occupation.
8. No advertising through local media, including telephone books, flyers, and the internet shall call attention to the residential address of the home occupation.

(D) *Additional standards for all **Type II** home occupations:*

1. The maximum floor area permitted for a home occupation shall be twenty-five (25) percent of the finished floor area of the dwelling unit. Storage of goods or products shall not exceed ten (10) percent of the finished floor area.
2. One (1) person who is not a permanent resident of the dwelling may be engaged or employed in the home occupation.
3. An accessory building or structure may be used with the home occupation, provided that the total floor area devoted to the home occupation in the accessory structure and dwelling unit does not exceed twenty-five (25) percent of the finished floor area of the dwelling unit.
4. Lessons in the applied arts shall be permitted, provided the class size for any lesson does not exceed five (5) students at any one (1) time and shall not exceed ten (10) students per day.
5. One (1) non-illuminated sign, a maximum of two (2) square feet in area, shall be permitted per dwelling, regardless of the number of home occupations within the dwelling. Any sign must conform with the provisions of section 30-93 of the zoning ordinance.