



Martinsville

A CITY WITHOUT LIMITS

**COMMUNITY DEVELOPMENT
HOME OCCUPATION APPLICATION & PERMIT**

Applicant: _____	Zoning: _____
Address: (of home business) _____ _____	Mailing address: (if other than home) _____ _____
Business Phone: _____	Home Phone: _____
Proposed Home Occupation Type: _____	Proposed Home Occupation Name: _____

By signing below, I hereby acknowledge that I have read, understand, and agree to the Zoning Ordinance for Home Occupations, Section IV.J.1-15.

Print Name: _____

Date: _____

Applicant Signature: _____

Approved: _____

Title: _____

Date: _____

Denied: _____

Title: _____

Date: _____

Reason: _____

Revoked: _____

Title: _____

Date: _____

Reason: _____

Revised June 2019

Zoning Ordinance: IV.J.1-15 (Home Occupations)

1. The operation of small home-based businesses within a residential dwelling or residential zone is allowed under certain circumstances, even where similar businesses would not be allowed as a stand-alone commercial use.
2. A home occupation permit shall be approved by the Zoning Administrator prior to commencement of business operations.
3. The home occupation shall, in the opinion of the Zoning Administrator, be clearly incidental to the use of the premises for dwelling purposes.
4. The home occupation shall be conducted only by direct family members residing on the premises and not more than one person who is not a direct member of the family, except as otherwise provided in this section.
5. The home occupation shall not result in the alteration of the appearance of the residential dwelling unit or the lot on which it is located. There shall be no storage or display of goods outside of a completely enclosed structure.
6. The home occupation shall be conducted only within the dwelling, shall not require external alternative to the appearance of the dwelling, and shall invoice no equipment which is deemed to be in conflict with the intent of the residential nature of the community.
7. The home occupation shall not involve the use of storage of explosive, flammable or hazardous materials and may not involve any process that produces smoke, dust, odor, noise, vibration, or electrical interference, which in the opinion of the Zoning Administrator, is deteriorative or harmful to surrounding properties.
8. The home occupation shall not involve the delivery and storage of materials at a frequency beyond that which is reasonable to the residential use of the property.
9. Any use which generates excess traffic to and from the home shall not be permitted as a home occupation. 10 vehicle trips per day per dwelling unit (inbound and outbound) shall serve as a guideline upon which this requirement shall be regulated.
10. There shall be no group instruction, assembly or activity, or no display that will indicate from the exterior that the dwelling is being utilized in part for any purpose other than that of a residential dwelling.
11. No home occupation shall be permitted which comprises more than 25% of the gross floor area of the dwelling or more than 800sqft of the dwelling, whichever is less. A home occupation shall comply with all applicable City, State, and Federal laws and regulations governing the intended use, including applicable business licenses and permits.
12. Any home occupation, which in the opinion of the Zoning Administrator, has violated the provisions of the home occupation permit or becomes a burden to the neighborhood due to excessive traffic, noise, hours of operation, lighting, or use intensity, shall have its permit revoked and the home occupation shall discontinue or correct operations within 10 days upon notification.
13. Any person aggrieved by the action of the Zoning Administrator in granting, denying or revoking a home occupation permit or in stipulating conditions or correction thereto may appeal the decision to the Board of Zoning Appeals.
14. Within the context of the above requirements, home occupation uses include, but are not limited to the following:
 - a. Artist, sculpture, graphic designer or photographer

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- b. Author or composer
- c. Computer programmer, internet service provider or individual conducting a computer-oriented technology service

(Home Occupations Cont'd)

- d. Home day care provider (child or adult day care for 4 or fewer children or adults who are not related to the property owner or care provider). Care of up to 12 children or adults may be allowed by a Special Use Permit when all State licensing requirements are met.
 - e. Tailor or seamstress
 - f. Professional or home office
 - g. Tutoring, limited to 2 students at any one time
 - h. Salesperson, provided that no retail or wholesale transactions occur on premises
 - i. Telephone operator, sales, or similar service
 - j. Music teacher, limited to 2 students at any one time
 - k. Other use similar to and not to exceed the intensity of those listed above, as may be approved at the sole discretion of the Zoning Administrator
15. Specifically prohibited home occupation uses include, but are not limited to, the following:
- a. Auto repair or auto paint shop
 - b. Gift shops
 - c. Adult entertainment businesses
 - d. Medical and dental clinics
 - e. Veterinary activities and kennels
 - f. Wrecking and towing service
 - g. Welding and machine shop
 - h. Nursing or convalescent homes
 - i. Eating establishments
 - j. Antique shops
 - k. Small machinery repair shop
 - l. Other similar uses, as may be defined at the sole discretion of the Zoning Administrator