



Home Enterprise Checklist

Please note: Plans must be drawn to scale. If plans are larger than an 11X17 sheet of paper, please refer to the electronic checklist.

****PLEASE NOTE:** If your property is located on a private well and drain field, you **must** have a letter of approval from the Virginia Department of Health **prior** to your application being accepted by our Department. If you have any questions regarding Health Department review, call (540) 507-7386 for detailed information.

- Completed Application and Include One of the Following Signature Requirements:**
 - Landowner Signature on the application itself
- Correct Tax Map Number (Staff Verified)**
- Three (3) Plot Plan Showing the Following:**
 - Building Location
 - Parking – Must show how you propose to screen the parking area. Example: Shrubs, Trees, Landscape Berms, or a combination of these elements.
 - Vehicle Storage (if applicable)
- Three (3) Scaled Interior Drawings Showing the Following:**
 - All offices, hallways, and bathrooms with dimensions
 - Entrances and Exits
 - Stairwells (if applicable)
 - Location of Equipment to be used (if applicable)
 - Any plumbing, electrical, or mechanical changes being made (if applicable)
- Complete the Checklist with the Following:**
 - Home Business Questionnaire (Attached)
 - Complete Description of the Type of Business Being Conducted (below)
- Two (2) Copies of Health Permit for All Businesses Providing On-Site Food Services**
- Massage Parlor/Massage Therapy:** **Yes:** _____ **No:** _____
*If YES, Applicant must also obtain required permit from the County Administrator's Office and a background check from the Sheriff's Office in accordance with Chapter 11.1A of the Spotsylvania County Ordinance.

Please Provide a Complete Description of the Type of Business to be Conducted from the Home:

Applicant Signature

Date

*** Note:** In addition to the information requested above, you may be required to submit further detailed information to Plans Review, you will be notified if additional information is required.

If you have any questions, please contact the Permitting Center at (540) 507-7222.



Home Business Questionnaire

In order to provide you with the correct application for your home enterprise business or home business use, please complete the following questions.

1. Will your business have customers coming to your property?

- Yes
 No

2. Will your business require employees?

- Yes – How Many Employees _____
 No

3. Are you in a R1 or R2 Zoning District?

- Yes
 No

If you answered yes to any of the above questions, you may need to apply for a “Special Use Permit”, prior to filing for the permit for your proposed business. A zoning staff member will supply you with the correct forms and information to apply for the “Special Use” permit. After the “Special Use” permit is approved, you must apply for a Home Enterprise permit.

Home Enterprises within Residential 1-3 and Resort zoning districts shall be limited to parcels fronting and/or whose chief point of ingress/egress is upon state maintained roads limited to State Route number 1 through State Route number 712, subject to VDOT approval. Home enterprises whose chief point of ingress/egress is not upon state maintained roads limited to Route number 1 through 712 require approval of a special use permit.

If you answered no to the above questions, a zoning staff member will give you a copy of the Home Enterprise Checklist or Home Use Checklist, whichever applies, along with the correct form that you will need to fill out and submit for review.

NOTE: Approval for a “Special Use Permit” does not necessarily give you permission to use the building for the proposed business. A building permit may be required. Please check with our Building Office to see if the proposed business will be in compliance with your request.

If you have any questions, please contact the Zoning Department at (540) 507-7222.