



Zoning Home Use Certificate Checklist

- Completed Application Form**
 - Please give a **complete** description of the type of business to be conducted from the home.
- Correct Tax Map Number (Staff verified)**
- Legal Landowner Signature or Limited Power of Attorney**
 - If you are renting the property you **must** have the landowner sign the application.
- Health Department Approval (if applicable)**
 - Needed when applying for food services from home.
- Zoning & Processing Fee**
 - Due with Application Submittal
 - Total Amount Due \$120.00
- Fictitious Name Certificate**
 - If you are proposing to use a name other than your full legal name for your business, and your business is not registered with the state of Virginia as a Corporation or LLC, you are required to register that trade name with the Clerk's office per State Code 59.1-70. We will not accept any use permit applications without a copy of the approved registration form.
- Tow Truck/Vehicle Remover Operators**
 - Home occupations are permitted for home office **ONLY**. No vehicle storage is allowed on site. The applicant must secure an approved storage/impound lot in an Industrial 1 or Industrial 2 Zoning District or an approved and/or non-conforming salvage yard with an existing business. The applicant must provide a copy of signed lease and a notarized affidavit (provided by County) with existing approved business.
 - If a storage/impoundment lot is not needed, submit a written statement signed and notarized to that effect.
 - Please note in Industrial 1 and Industrial 2 Zoning Districts no more than (5) five vehicles incapable of operating on the highways of the Commonwealth of Virginia on these premises per tenant with approved permit.
 - **If you are applying to be on the Spotsylvania County Towing List, provide a completed copy of that Tow Application.**

Note: If you are approved for a Massage Parlor and/or Massage therapy use permit. Applicant must also obtain required permit from the County Attorney office and a background check from the Sheriff's office in accordance with Chapter 11.1A of the Spotsylvania County Ordinance.

Applicant's Signature

Date

If you have any questions, please contact the Code Compliance Office (540) 507-7222.

Office Use Only:

Date Application Received: _____
Reviewed By: _____