

## **HOME ENTERPRISE GENERAL INFORMATION AND CERTIFICATION FORM**

### General Information

Orange County permits 2 types of home-based businesses: home occupations and home enterprises. A home enterprise is the more intensive of the two, and may only be permitted for properties which are in the Agricultural (A) zoning district and are at least 2 acres in size. They may be conducted in the home as well as in accessory structures such as garages and outbuildings. Examples of home enterprises include auto repair shops, custom fabrication shops, professional studios, pet grooming businesses, home bakeries, etc. Home enterprises must adhere to a set of zoning standards, which are detailed in the certificate on the following page, in order to limit potential negative impacts that may be caused by operating a home-based business.

### County Code Requirements

Orange County Code Chapter 70 – Zoning, Sec 70-1. Definitions:

***Home enterprise*** means any occupation conducted within a dwelling unit or accessory structure(s), such as a garage or a barn, along with the incidental use of adjacent land, in which all of the following conditions are met:

1. The business owner resides on the premises.
2. No more than four (4) non-family employees work on-site at a time (employees who report to the site for job assignment and staging purposes in preparation for off-site activity do not count toward this number).
3. The parcel size is a minimum of two (2) acres of Agricultural zoned land.
4. Retail sales conducted on the premises are not the primary purpose or function of the business.
5. Total vehicle trips per day will generally not exceed twenty-five (25).
6. All parking will be situated on the interior of the property and not along any public road or property line.
7. Any mechanical equipment that produces sound levels in excess of fifty (50) decibels, such as air compressors and air guns, will be confined to interior use.
8. Except for one (1) sign, there is no evidence during non-business hours that would indicate from the exterior that the building is used for purposes not generally found in the Agricultural district.
9. If there is more than one (1) home enterprise on a single parcel, the numerical limitations listed above in lines (2), (5), and (8) will apply cumulatively, i.e.: a total of four (4) nonfamily employees and one (1) sign for all home enterprises combined.
10. The following uses are specifically prohibited from permitted home enterprises:
  - a. Vehicle or equipment rental.
  - b. Camps and campgrounds.
  - c. Adult-oriented businesses.
  - d. Veterinary services (not including pet grooming).
  - e. Animal rescues/kennels.
  - f. Recreational uses.
  - g. Medical offices.
  - h. Junkyards.
  - i. Salvage operations.
  - j. Convenience stores.

### Getting Started

A zoning permit is not needed to operate a home enterprise, nor is any sort of local business license required. The County does however offer a certification form for those that would like documentation that their home business is permissible under the County's zoning laws (this is strongly recommended). There is no fee for this certification.

To receive a signed certification form, a home enterprise operator should submit the following information:

- Name, location, and general overview of the business, including: number of employees, hours of operation, where the business will be conducted on the property, where customers (if any) will park, the anticipated frequency of customer/delivery visits to the business, where materials associated with the business will be stored, and other similar information.
- Types of mechanical equipment to be used, if any, and where it will be housed.
- The extent of any new construction or remodeling to take place.
- Proof of proper business registration with the Virginia Department of Taxation (see <https://www.tax.virginia.gov/register-business-virginia>) or the IRS if Virginia Department of Taxation registration is not required for the particular business.
- A completed, signed home occupation certification form.

This information can either be emailed to [zoning@orangecountyva.gov](mailto:zoning@orangecountyva.gov) or mailed/hand-delivered to the department via the address at the top of this page. A Planning & Zoning Services staff member will review the submitted information to ensure it meets applicable requirements and, if so, the Zoning Administrator will sign the certification form and return it to the business owner. A signed form provides a type of proof, if needed by the business, that the home enterprise is permissible under the County's zoning laws.

Site improvements such as renovations, additions, new construction, and new utility connections associated with the home enterprise will likely require permits. Additionally, if a portion of a home, which is otherwise originally intended for residential use, is converted to commercial use for the business, permits are also likely required. A home enterprise operator can contact the Planning & Zoning Services office for more information, or a staff member can guide the owner on what permits are needed when the certification materials are submitted.

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**HOME ENTERPRISE CERTIFICATION****Resident / Business Owner:** \_\_\_\_\_**Address:** \_\_\_\_\_ **Tax Parcel #:** \_\_\_\_\_**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_**Business Name / Use:** \_\_\_\_\_  
\_\_\_\_\_

At the request of the above-named, this document confirms that the home enterprise named and described above complies with the Orange County Zoning Ordinance, pursuant to meeting the following:

1. The resident / business owner must reside on the premises, with no more than 4 non-family employees being permitted to work on-site during business hours. The business may be conducted within the home and/or a garage, shed, etc. and may make use of land adjacent to these structures.
2. Except for 1 sign (permitted separately), there is no evidence during non-business hours that the property is used for any type of activity not typically found in rural areas.
3. The operation shall not generate excessive traffic (i.e. exceeding 25 vehicle trips per day), and all parking related to the business shall be on the interior of the property.
4. Retail sales conducted on the premises shall constitute only a minor part of the business.
5. All mechanical equipment operating at 50+ decibels shall be confined to interior use.
6. The business is not one of the following unpermitted categories: vehicle/equipment rentals; camps/campgrounds; adult-oriented activities; veterinary services (not including pet grooming); animal rescues/kennels; recreational uses (as defined in the Ordinance); medical offices; junkyards; salvage operations; or convenience-type stores.
7. The resident / business owner must obtain any other required permits or approvals before the home enterprise may commence.
8. Additional requirements/notes:

I, the below-signed, hereby represent that the above address is my legal residence and that I will comply with the above standards for home enterprises. I understand that failure to meet these standards may result in this certification becoming void and my home enterprise being deemed out of compliance with County regulations.

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**Signature / Date**

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**Print Name**

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**Zoning Administrator / Date**