

ORANGE COUNTY

DEPARTMENT OF PLANNING AND ZONING

COMMUNITY DEVELOPMENT
128 WEST MAIN STREET
ORANGE, VIRGINIA 22960



OFFICE: (540) 672-4347
FAX: (540) 672-0164
orangecountyva.gov

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.

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 enterprise certification form.

This information can either be emailed to zoning@orangecountyva.gov or mailed to the department via the address at the top of this page. A Planning & Zoning Department 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 or other structure 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 Department 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.

Signature / Date

Print Name

Zoning Administrator / Date