



Home Occupations that are consistent with residential use and character are allowed in the Town of Farmville, are regulated pursuant to Section 25-35.d.10 of the Town Code and are divided into Class A and Class B Home Occupations (*See table and definitions on page 4*). Home Occupations must have a business license and a zoning permit.

By signing below, you 1) acknowledge receipt of the regulations attached; 2) agree to abide them and any conditions of approval; 3) certify that all information is accurate; and 4) that you are authorized to sign this form and conduct the proposed activity at that location.

Applicant Information

Name of Applicant (Print clearly)	Applicant Phone Number
Address of Residence/ Business	Name of Business
Applicant Email	Business's social media, website, etc.
Applicant signature	Date

Does the applicant/ licensee own rent the dwelling?
Does the applicant/ licensee live at the address where the business will trade? Yes No

Notes: *The business licensee and permit applicant must be the same person and must live at the address. Proof of address and occupancy may be required.*

All outstanding taxes, fees, and fines must be paid prior to any permit approval.

Description of Business: Please describe the following: what services or goods you are offering; what a typical business day would be like, including: activities that will happen at the house; number of deliveries; any noise, light, traffic, dust, heat, odor, smoke and other effects generated; and items used for the business to be stored on-site.



Additional Information

Note: Any other information which the administrator may deem necessary for consideration of the application may be required. [Section 29-13.b.3.a.1](#)

What are the days and hours of operation? _____

of employees who do not live at the house? _____ # of clients visiting at any one time? _____

Note: Additional requirements apply if non-residents work and/or you regularly have more than 5 clients at a time.

Total square feet of residence? _____ square feet of home business? _____

Note: A maximum of 35% of your home can be used for the business.

Will there be group instruction, assembly, or activity in the home?

Yes No If Yes, how many people? _____

Does your business involve cooking or baking?

Yes No If Yes, then provide evidence that you have applied to the appropriate agency for permits. Please contact the [Piedmont Health District](#) at (434) 392-3984 x138 for additional guidance.

- If goods are prepared and packaged and labeled for sale but do not need to be held under a required temperature (baked goods, for example), then [Virginia Department of Agriculture and Consumer Services \(VDACS\)](#) permits and inspections are needed.
- If goods are prepared and must be held under a required temperature (catering, for example), then [Virginia Department of Health \(VDH\)](#) permits and inspections are needed.

Does your business require permitting by the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives?

Yes No If Yes, then provide evidence that you have applied to the appropriate agency for permits.

Do you propose to park commercial vehicles requiring a CDL to operate, a commercial trailer, tow truck, wrecker or heavy equipment at the address?

Yes No If Yes, please describe. _____
Be advised, this may require further review.



Home Occupation Regulations

[Town Code Section 25-35\(d\)\(10\)](#)

Home occupations, class A and class B. All home occupations shall be subject to the following general standards:

- a. No signs shall be permitted.
- b. The area devoted to the home occupation shall not exceed thirty (35) percent of the gross floor area of the dwelling unit.
- c. Use shall be conducted as an accessory use and shall not change the character of the dwelling unit nor have any exterior evidence of its use.
- d. The type and volume of traffic generated by a home occupation shall be consistent with the traffic generation characteristics of other dwellings in the area.
- e. The home occupation shall not increase the demand on water, sewer, or garbage collection services to the extent that its use combined with the residential use of the dwelling shall not be significantly higher than is normal for residential uses.
- f. The equipment used by the home-based business and the operation of the business shall not create any noise, vibration, heat, glare, dust, odor or smoke discernible at the property lines or use or store hazardous materials in excess of quantities permitted in residential structures.
- g. The operator of a home occupation use shall secure a town business license and obtain a home occupation use permit.
- h. Approval of a home occupation use shall be revocable at any time by the Town because of the failure of the owner or operator of the use covered by the approval to observe all requirements of law with respect to the maintenance and conduct of the use and all conditions imposed in connection with the approval.
- i. Approval of a home occupation use shall stand revoked, without any action by the town, if the use authorized has been intentionally abandoned, has ceased for a period of one (1) year, has not commenced within one (1) year of approval, or does not have a current business license.



Class A & B Home Occupations Table

Item	Class A Home Occupation ¹	Class B Home Occupation ²
Employees	Residents only	Not more than 2 non- residents
Number of clients at one time	5	10
Required parking	2 plus residential requirement	4 plus residential requirement
Zoning districts allowed	R-1 through R-4, by-right	R-3, B-1, and B-2, CUP REQUIRED

Department Use Only

Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Completed application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signed Date of action
Home Occupation Class	<input type="checkbox"/> Class A	<input type="checkbox"/> Class B	
Taxes, fees, fines current?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Section 29-13.a
Tax Map Parcel #			
Meets Parking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Section 29-33
Zoning District/ Overlays			

Notes and Conditions of Approval:

¹ **Home occupation, class A.** An occupation conducted primarily on-site involving persons residing on the premises. Such occupations may require the use of accessory structures. No more than five (5) clients or customers shall be allowed on the premises at any one (1) time on a regular basis. (Section 29-81)

² **Home occupation, class B.** An occupation conducted primarily on-site involving persons residing on the premises and not more than two (2) full or part-time outside employees. Such occupations may require the use of accessory structures or outside areas. No more than ten (10) clients or customers shall be allowed on the premises at any one (1) time on a regular basis. (Section 29-81)