

COUNTY of CHARLES CITY  
Department of Planning/Zoning  
P.O Box 66  
10900 Courthouse Road  
Charles City, Virginia 23030



**OFFICE USE ONLY**

Application No. \_\_\_\_\_  
Date Submitted \_\_\_\_\_  
Map ID \_\_\_\_\_  
Amt: \_\_\_\_\_ Date \_\_\_\_\_ Ck # \_\_\_\_\_

**ZONING BUSINESS PERMIT APPLICATION**

**PLEASE PRINT OR TYPE:**

1. Name of Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_
2. Name of Property Owner(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
911 Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
3. Current use of the property: \_\_\_\_\_  
Proposed use/type of Business: \_\_\_\_\_  
\_\_\_\_\_

**COMMERCIAL USE REQUEST – INVALID IF BUSINESS MOVES TO DIFFERENT PROPERTY OR IS UNDER DIFFERENT OWNERSHIP**

4. Legal name of business or industry: \_\_\_\_\_ Business phone: \_\_\_\_\_
5. Describe in detail the type of business operation, number of employees, hours of operation, machinery involved, etc. (Use additional space on back of application if needed): \_\_\_\_\_  
\_\_\_\_\_
6. Signs? \_\_\_\_\_ Sizes (sq. ft.)? \_\_\_\_\_
7. Number of parking spaces or loading berths (minimum 2) \_\_\_\_\_
8. Does business entrance/drive connect to a public road way? Yes \_\_\_\_\_ No \_\_\_\_\_; If “Yes” provide VDOT entrance permit number if known: \_\_\_\_\_
9. Is business to be conducted from your home? Yes \_\_\_\_\_ No \_\_\_\_\_; If “Yes”, you are required to sign Home Occupation/Home Based Business affidavit.  
**If conducted from the home please provide the following:**  
A. Total floor area of dwelling: \_\_\_\_\_ sq. ft.  
B. Total floor area of accessory structure: \_\_\_\_\_ sq. ft.  
C. Proposed area including home, accessory structure and property of home occupation activity: \_\_\_\_\_ sq. ft.
10. Will additions be made to the existing structure for the business: Yes \_\_\_\_\_ No \_\_\_\_\_
11. Will excessive noise, smoke, odor, or traffic be created: Yes \_\_\_\_\_ No \_\_\_\_\_

**A HEALTH PERMIT MUST BE ATTACHED (IF APPLICABLE) FOR NEW BUSINESSES**

FEE: \$20.00 Make check payable to TREASURER, COUNTY OF CHARLES CITY  
Mail To: COUNTY OF CHARLES CITY, DEPARTMENT OF PLANNING/ZONING, PO BOX 66, CHARLES CITY, VA 23030  
(804) 652-4707



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**Applicants conducting a Home Occupation or Home-Based Business must read and agree to the following provisions of the Charles City County Zoning Ordinance:**

**Purpose Statement:**

This form is to be used to inform the applicant about the rules and regulations for **home occupations** and **home-based businesses** in Charles City County. This form also ensures that the applicant understands the associated rules, regulations, and definitions for Home Occupations and Home-Based Businesses, and informs the applicant of the penalties as a result of possible violations.

**Regulatory Authority:**

Section 3-1 of the County of Charles City Zoning Ordinance defines:

***Home Occupations*** as follows:

*“An onsite business activity carried on solely by the resident(s) of a dwelling. This onsite business activity must be a clearly incidental and subordinate use of the residential dwelling or accessory structure. The onsite business activity generates no exterior impacts such as storage, traffic, parking demand, noise, vibration, glare, odors or electrical interference. The residential appearance of the dwelling and the character of the neighborhood must be maintained. Not more than 25 percent of the floor area of the dwelling unit or 2,000 square feet if conducted in an accessory building shall be used in the conduct of the home occupation”.* (Adopted 3/27/2012)

***Home Based Business*** as follows:

*“An occupation, except for a business service facility, personal service facility and professional service facility; conducted by persons residing on the premises. Such occupations may include the use of accessory structures or outside areas, to include but not limited to the service and repair of motorized vehicles and equipment, cabinet shops, machine shops, and contractor offices. Such uses must be generally compatible to the existing character of the surrounding area. No more than four (4) employees (resident or non-resident) shall be allowed to work on the premises at any one time on a regular basis. No equipment or process shall be allowed which creates noise, vibrations, glare, fumes, odors, or electrical interference. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio, phone, or television receivers off premises. Outside storage of goods, products, equipment, or other materials associated are acceptable as long as it is screened from view of adjacent properties and roadways by a solid board fence and/or landscaping as approved by the Zoning Administrator. Storage does not include storage yard as defined in the Charles City County Zoning Ordinance. Not more than four (4) vehicles and/or pieces of equipment associated with a business shall be operated from the site or stored there overnight. Small transportable equipment including lawn mowers, chain saws, power hand tools, table, band or radial arm saws, and similar items shall not be included in this limitation. A greater number of vehicles and/or pieces of equipment may be allowed upon issuance of a special use permit by the Board of Supervisors. Any need for parking generated by the conduct of such Home Based Business shall be off the street. A Home-Based Business shall not occupy more than 30% of the gross lot area up to a maximum of 20,000 square feet. A greater area may be allowed upon issuance of a special use permit by the Board of Supervisors. The primary hours of operation for Home Based Business shall be limited to 7:00 am to 7:00 pm Monday through Saturday. Signage must meet standards for home occupation.* (Adopted 3/27/2012)

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**Section 16-1(2) of the County of Charles City Zoning Ordinance governs permitted signs for Home Occupations and Home-Based Businesses.** A Home Occupation and/or Home-Based Business is allowed one sign with an area of eight (8) square feet or less, which directs attention to a product, commodity or service available on the property occupied by the person offering such product, commodity or service.

**Violation and Penalty:**

Any person, firm or corporation, whether as principal, agent employed or otherwise, violating, causing or permitting the violation of any of the provisions of this Ordinance shall be guilty of a misdemeanor and, upon conviction thereof, may be fined up to one thousand dollars (\$1000.00).

*I hereby certify that I have hereby read and understand the "Home Occupation" and "Home Based Business" policy, rules and regulations and also understand that any violation of the "Home Occupation" and "Home Based Business" regulations may result in the levying of fines and other legal action(s).*

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**Applicant's Signature**

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**Date**

Account/Map No.

COMMONWEALTH OF VIRGINIA  
COUNTY OF CHARLES CITY

Commissioner of the Revenue's Office  
10780 Courthouse Road  
P. O. Box 7  
Charles City, VA 23030  
Telephone (804) 652-2161  
Fax (804) 829-6228  
Email: [Dsmith@co.charles-city.va.us](mailto:Dsmith@co.charles-city.va.us)  
Website: [www.co.charles-city.va.us](http://www.co.charles-city.va.us)



**2018 RENEWAL BUSINESS PERMIT APPLICATION**

Pursuant to County Code Sections 23-273 through 23-279, businesses located in Charles City County are required to annually apply for a RENEWAL business permit and pay the \$30 fee. The permit must be renewed on or before January 31, 2018 or Pay a 10%, \$3.00 Penalty. Business Personal Property Return Due May 1, 2018.

Legal Name of Business:		Federal ID# or Social Security Number	
Type of Business (circle one):	Individual	Corporation	Partnership
Name of Corporate Officer/Partner/Owner:			
Mailing Address:			
Physical Address of Business:			
Detailed Description of All Business Activities:			
Business Phone:	Alternate Phone:	Fax:	
Email:		Website:	
HAS THIS BUSINESS CLOSED/MOVED?	Yes _____	IF YES, DATE BUSINESS CLOSED/MOVED _____ & NEW LOCATION _____	
<b>Authorized Signature, Printed Name &amp; Title of Person Completing Form</b>			
_____/_____/_____/_____			
Signature	Printed Name	Title	Date
<i>I do hereby certify I/we have complied with of the requirements of Charles City County Code, (1) The information included and attached is to the best of my knowledge, is complete and correct, (2) I understand the limits of this Business Permit, (3) I am the owner and/or member, partner, executive officer, or other person specifically authorized in writing to sign.</i>			
<b>2018 – CHARLES CITY COUNTY – 2018</b> <b>BUSINESS PERMIT</b>			
Business Name:		Account No./ Map#:	
		Zoning Permit #:	
Address:		Permit Beginning Date/Expiration Date	
Date Applicant Began Business in Charles City County:		/January 31, 2019	
Approved By:		<b>DATE ISSUED/PAID</b>	
Commissioner of the Revenue's Office			

Renewal date is by January 31, 2019