



# TOWN OF CHRISTIANBURG

100 East Main Street  
Christiansburg, VA 24073  
Phone (540) 382-6120 Fax (540) 381-7238

## Home Occupation Application

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Home Occupation name (if any): \_\_\_\_\_

Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Tax Map Number (for office use): \_\_\_\_\_ Parcel ID Number (for office use): \_\_\_\_\_

Property owner: \_\_\_\_\_ Property owner's address: \_\_\_\_\_

1) Provide a detailed description of the proposed home occupation (including type of product or service provided, activities involved, materials and equipment used, methods of operation, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) How many persons will be engaged in the proposed home occupation? Please indicate if these persons live on-premises or off-premises of the home occupation. \_\_\_\_\_

3) Describe any possible alterations to the premises that might be required to facilitate the proposed home occupation. (Building permits required for any structural changes/additions). \_\_\_\_\_

\_\_\_\_\_

4) Describe the area of the premises to be used by the proposed home occupation and the use. (for example: attached garage will be used to store supplies, den will contain a desk, computer, and filing cabinets).

\_\_\_\_\_  
\_\_\_\_\_

5) Describe any mechanical, electrical, or other equipment that would be used by the proposed home occupation.

\_\_\_\_\_  
\_\_\_\_\_

6) Describe how, where, and in what amounts materials, supplies, and/or equipment related to the proposed home occupation will be displayed or stored. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7) Will people come to the proposed site to obtain any product, view samples, attend instructional/ informational classes, or otherwise utilize the site for business purposes? Yes / No  
If yes, please explain in detail (please include expected number, frequency, and hours)? \_\_\_\_\_  
\_\_\_\_\_

8) Will there be a sign for the proposed home occupation? (Signs are not allowed unless approved by Town Council as a Conditional Use Permit for a Major Home Occupation.) Yes / No

9) Will there be any outside indication of a business in connection with the proposed home occupation? Yes / No If yes, please provide detail. \_\_\_\_\_  
\_\_\_\_\_

10) If a car, truck or other equipment will be used in the proposed home occupation, describe the equipment/vehicles and where they would be parked or stored. Please also note any vehicle decals/signs. \_\_\_\_\_  
\_\_\_\_\_

11) Will the proposed home occupation involve pick-ups or deliveries by UPS, Federal Express, freight carriers, etc. to the site? Yes / No If yes, please provide detail (size of vehicle, number of axles, frequency, etc.).  
\_\_\_\_\_  
\_\_\_\_\_

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I, the undersigned, understand and agree to the provisions of Chapter 42 "Zoning" of the Christiansburg Town Code regarding home occupations and understand that Conditional Use Permits are required for major home occupations.

Home Occupation Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner (print): \_\_\_\_\_ Title (if applicable) \_\_\_\_\_

Property Owner Signature (if other than applicant): \_\_\_\_\_ Date: \_\_\_\_\_

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The home occupation was approved / disapproved by Town Council / Town Manager / Zoning Administrator contingent upon compliance with Town Code and all specified conditions being met.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager / Zoning Administrator