



CITY OF RICHMOND

Department of Planning & Development Review
Division of Zoning Administration
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Steps to Request a Certificate of Zoning Compliance (CZC) for a Home Occupation in the OPP:

1. SELECT “Apply” on the top Dashboard.
2. SELECT “Certificate of Zoning Compliance –Residential” from the drop-down.
3. CLICK on the “+” on “Add Location”
4. Input the desired Address Information in the “Search Addresses” Box
5. SELECT “Search” and Address choices will appear
6. SELECT “Add” for the appropriate displayed Address and the Address will appear.
7. SELECT “Next”
8. CLICK on the “Plan Type” drop-down
9. SELECT “Certificate of Zoning Compliance – Residential”
10. Type in the “Description” box the type of business that is proposed.
11. Type the size of the dwelling or apartment in the “Square Feet” box.
12. SELECT “Next”
13. CLICK on the “+” on “Property Owner – Add Contact”
14. Input the desired Owner Name Information in the “Search Name, E-mail, or Company” Box
15. SELECT “Search” and Owner Name choices will appear
16. SELECT “Add” for the appropriate displayed Owner Name and the Name will appear.
17. SELECT “Next”
18. CLICK on the drop-down on the “Account Holder – Add Contact” box
19. SELECT the desired Contact type Information from the drop-down
20. CLICK on the “+” on “Add Contact” box
21. Input the desired name of the person with the Contact type selected in the “Search Name, E-mail, or Company” Box
22. SELECT “Search” and Contact Name choices will appear
23. SELECT “Add” for the appropriate displayed Contact Name and the Name will appear.
24. SELECT “Next” and it will display the “More Info” screen
25. CLICK on the drop-down of “I am authorized to submit this application”
26. SELECT “Yes”
27. CLICK on the drop-down of “Residential Uses”
28. SELECT the type of dwelling type.
29. CLICK on the drop-down of “Plans”
30. SELECT “Yes” or “No” (If you have a floor plan, you will attach it later)
31. Type in the size of your office area in the dwelling or apartment in the “Square Footage” box
32. CLICK on the drop-down of “Must select at least one of the following”
33. SELECT “Home Occupation” (for Home Occupation)
34. SELECT “NEXT” and it will display the “Attachments” screen
35. CLICK on the drop-down of the “Supporting Documentation” on the top Dashboard.
36. SELECT “Owner Affidavit” from the drop-down and the document will appear
37. Complete the information in the top half of the form and check the box marked “Home Occupation”
38. After reading the Home Occupation rules (2nd page), sign and date the form.
39. **Scan and save the signed form as a PDF on your device.**
40. CLICK on the “+” on “Please sign and attach affidavit – Add Attachment” box; available files will appear.
41. SELECT the appropriate file and SELECT “Open” OR double-click the appropriate file.
42. SELECT “Next” and the Summary Page will appear. Verify the information on these pages.
43. SELECT “Submit” and a message (in green at the top of the screen) should state that your application was successfully submitted. No fees are due at this time and after review, you will receive another E-mail alerting you that an invoice has been produced.