



USER GUIDE

# HOW TO APPLY FOR A CERTIFICATE OF ZONING COMPLIANCE HOME OCCUPATION - RESIDENTIAL PERMIT

[PDRZoningAdministration@rva.gov](mailto:PDRZoningAdministration@rva.gov) | 804-646-6340 | [www.rva.gov](http://www.rva.gov)

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

City of Richmond  
Zoning Administration  
Revised July 3, 2024

A **CERTIFICATE OF ZONING COMPLIANCE (CZC)** is a permit issued by the Zoning Administration Office that certifies conformance with the City's Zoning Ordinance, and is typically required to obtain a license to operate a business in the City of Richmond (the CZC also certifies conformance of a business at the respective physical location).

### WHEN TO RE-APPLY FOR A CZC PERMIT

The CZC application is typically a **one-time only** process that lasts for the duration of the business, with some exceptions. You are **required** to apply for a **NEW** CZC permit pending any changes to the following:

- Address/Location/Tenancy of the business
- Name of the business
- Ownership of the business
- Use/Function of the business
- **Starting a Second or Third business in addition to your First/Primary business.**

### FEE

Home Occupation \$50.00

### WHEN CAN I EXPECT MY PERMIT?

Pending no unforeseen circumstances, you will typically receive your approved permit within **10 business** days from the date of **payment**. The permit will be sent electronically (via email) or by mail. You may utilize either copy to apply for your business license. Once approved, please contact the City of Richmond's Finance Department regarding your **Business License**:

Finance Department/Business License Unit  
City Hall, 900 East Broad St, Rm 103  
[Finance@rva.gov](mailto:Finance@rva.gov)  
804-646-6662

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>



CITY OF RICHMOND  
DEPARTMENT OF PLANNING  
& DEVELOPMENT REVIEW  
ZONING ADMINISTRATION

[PDRZoningAdministration@Richmondgov.com](mailto:PDRZoningAdministration@Richmondgov.com)

PLAN NUMBER: CZC-100000-2022

ISSUE DATE: 1/6/2022

SITE ADDRESS: 900 E Broad Street  
Richmond VA 23219

PARCEL NUMBER: E000017500

PLAN DESCRIPTION: Home office for ABC Craft store specializing in hats, handbags, scarves and cosmetic jewelry. Online retail sales only. No clients will be seen at this location, and there will be no onsite sales or transactions.

ZONING DISTRICT: R-5  
SQUARE FEET: 200  
POD:  
ON-SITE PARKING: 2.00  
LOCATION OF OFF PREMISES PARKING:  
BZA CASE:  
ZONING USE: Single Family Residential  
SUP/COP ORDINANCE:  
PARKING REQUIRED:  
OFF-PREMISES PARKING:  
Drive Way

#### BUSINESS INFORMATION

ABC Craft Store  
900 E Broad Street  
Richmond, VA 23219

#### APPLICANT INFORMATION

John/Jane Doe  
900 E Broad Street  
Richmond, VA 23219

#### OWNER INFORMATION

City of Richmond, Public Utilities  
900 E Broad Street  
Richmond, VA 23219

#### TERMS AND CONDITIONS

Zoning: Home Occupation: Home Office for craft and accessories business. Subject to Home Occupation Rules as agreed.

This Certificate acknowledges compliance with Chapter 30 (Zoning) of the Richmond City Code, and confers no rights with respect to the Virginia Uniform Statewide Building Code (VUSBC).

William C. Davidson, Zoning Administrator

Date



## CITY OF RICHMOND

Department of Planning & Development Review  
Division of Zoning Administration  
900 East Broad Street  
City Hall – Room 110  
Richmond, Virginia 23219

E-mail: [PDRZoningAdministration@RVA.gov](mailto:PDRZoningAdministration@RVA.gov)

(804) 646-6340: Office

### **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 "Zoning" search under Application Assistant.
3. SELECT "Apply" from Certificate of Zoning Compliance –Residential
4. Click on the "+" on "Add Location"
5. Input the desired address information in the "Address Information" Box. **DO NOT** Enter Manually.
6. SELECT "Search" and address choices will appear.
7. SELECT "Add" for the appropriate displayed Address and the Address will appear.
8. SELECT "Next"
9. Under "Plan Type", in the "Description" field, type in the business description for the proposed business
10. Input the size of the space to be used as an office in the dwelling or apartment in the "Square Feet" field.
11. SELECT "Next"
12. CLICK on the "+" on "Property Owner – Add Contact"
13. Input the desired Owner Name Information in the "Search Name, E-mail, or Company" Box
14. SELECT "Search" and Owner Name choices will appear
15. SELECT "Add" for the appropriate displayed Owner Name and the Name will appear.
16. SELECT "Next" and this will display the "More Info" screen
17. CLICK on the drop-down of "Plans"
18. SELECT "Yes" or "No" (If you have a floor plan, you will attach it later)the desired Contact type Information from the drop-down
19. CLICK on the "If Other, Specify" field and enter Home Occupation
20. Input the size of the space to be used as an office in the dwelling or apartment in the "Square Feet" field.
21. CLICK on the "Residential Uses" drop-down
22. SELECT the type of dwelling unit.
23. Input additional contact information under "Additional Contacts"
24. Input additional business information under "Notes"
25. CLICK on the drop-down of "I am authorized to submit this application"
26. SELECT "Yes"
27. SELECT "NEXT" and it will display the "Attachments" screen
28. CLICK on the drop-down of the "Supporting Documentation" at the top of the Dashboard, then click on "Zoning"
29. SELECT "Zoning Owner Affidavit" and the document will appear
30. Complete the information in the top half of the form and check the box marked "Home Occupation"
31. After reading the Home Occupation rules (2<sup>nd</sup> page), sign and date the form
32. **Scan and save the signed form as a PDF on your device.**
33. CLICK on the "+" on "Please sign and attach affidavit – Add Attachment" box; available files will appear.
34. SELECT the appropriate file and SELECT "Open" OR double-click the appropriate file.
35. SELECT "Next" and the Summary Page will appear. Verify the information on these pages.
36. 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.

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 1. CREATE** new account  
or  
**LOG** into your existing account.







Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 2. Select** Apply button on dashboard







## Welcome to Self Service

The dashboard features six service tiles arranged in a 2x3 grid. The top row includes 'Search Public Records', 'Apply', and 'Login or Register'. The bottom row includes 'Pay Invoice', 'Map', and 'Calendar'. The 'Login or Register' tile is circled in red, with a red line extending from the circle to the text box on the left.

 <b>Search Public Records</b> This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.	 <b>Apply</b> This tool can be used to apply for a permit, plan or license.	 <b>Login or Register</b> Login to an existing or create a new account. You can also find help if you forgot your login information.
 <b>Pay Invoice</b> Use this tool to pay for individual invoices.	 <b>Map</b> Explore the map to see the activity occurring in your neighborhood.	 <b>Calendar</b> Click here to find out about certain events like holidays and public hearings.

## Welcome to Self Service

The dashboard features six service tiles arranged in a 2x3 grid. The top row includes 'Search Public Records', 'Apply', and 'My Account'. The bottom row includes 'Pay Invoice', 'Map', and 'Calendar'. The 'Apply' tile is circled in red, with a red line extending from the circle to the text box on the left.

 <b>Search Public Records</b> This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.	 <b>Apply</b> This tool can be used to apply for a permit, plan or license.	 <b>My Account</b> Click here to access your account information.
 <b>Pay Invoice</b> Use this tool to pay for individual invoices.	 <b>Map</b> Explore the map to see the activity occurring in your neighborhood.	 <b>Calendar</b> Click here to find out about certain events like holidays and public hearings.

### Application Assistant

Search for application names and keywords



> Show Categories

Show My Templates



#### Building (Commercial) - Accessory

Category Name:  
Building

Description:  
To build a commercial accessory building



#### Building (Commercial) - Addition

Category Name:  
Building

Description:  
To construct an addition to a commercial building



#### Building (Commercial) - Demolition

Category Name:  
Building

Description:  
To demolish an entire commercial structure



#### Building (Commercial) - Foundation Only

Category Name:  
Building

Description:  
To construct only a foundation for a commercial structure



#### Building (Commercial) - Heavy Alteration or Remodel

Category Name:  
Building

Description:  
To do a renovation or alteration to a commercial structure where over 50% of the original structure is being changed



#### Building (Commercial) - Light Alteration or Remodel

Category Name:  
Building

Description:  
To do a renovation or alteration to a commercial structure where 50% or less of the original structure is being changed



#### Building (Commercial) - Move/Relocate

Category Name:

Description:



**Step 3.** You may select **ALL** or you may search for **Certificate of Zoning Compliance-Residential** under Plans. If you are unable to locate the plan submission application via this step, please proceed to Step 4.

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 4.** If you are unable to locate the application from the previous step, you may type **Zoning** under **Application Assistant**, then **select Certificate of Zoning Compliance – Residential** from the prompted options.

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 5.** **Select** Apply button on the dashboard

The screenshot shows the top navigation bar with links for Dashboard, Home, Other Resources, Apply, Supporting Documentation, and Frequently Asked Questions. The main heading is "Application Assistant". Below it is a search bar containing the text "Zoning". A dropdown menu is open, showing two options: "Certificate of Zoning Compliance - Commercial" and "Certificate of Zoning Compliance - Residential". The second option is circled in red. Below the search results is a "Show Categories" link. Two category cards are visible: "Building (Commercial) - Accessory" and "Building (Commercial) - Addition". Each card includes an icon of a tractor, a category name, and a description.

The screenshot shows the "Application Assistant" interface. At the top, there is a search bar containing "Certificate of Zoning Compliance - Residential". Below the search bar are five filter buttons: "All", "Trending", "My History", "Short Term Rental", and "PLANS". Below the filters is a "Show Categories" link. A category card for "Certificate of Zoning Compliance - Residential" is displayed, including an icon of a tractor, the category name, and a description: "The purpose is to ensure that the proposed home business or dwelling use is allowed in the underlying zoning district." In the bottom right corner of the card, there is a blue "Apply" button, which is circled in red.

**Step 6.** The **LOCATIONS** screen will display

Under add Location, **select** + icon inside blue box

**Step 7.** Under **Add Address As** Screen

- Enter physical business address for Home Occupation –your home/residential address, then **select** Search. **Do Not** enter N-north/S-south/E-east/W-west or Street/St, Road/Rd, Avenue/Ave, Parkway/Pkwy, Turnpike/Tpke (\*\*please see listed example to the right\*\*).
- **DO NOT** Enter address Manually

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 8.** Verify correct address, then **select** **ADD**

Apply for Plan - Certificate of Zoning Compliance - Residential \*REQUIRED

1 2 3 4 5 6  
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Site Address

Add Location

+

REQUIRED

Create Template Save Draft Next

Add Location

Address Parcel

Add Address As Site Address

Search Enter Manually

DO NOT select!!

Address Information

Search 900 Broad

Click Enter or Select the search magnifying glass

Address Information

Search 900 e broad

Address	Action
2900 E Broad St., Richmond, VA 23223	Add
3900 E Broad Rock Road., Richmond, VA 23224	Add
900 E Broad St., Richmond, VA 23219	Add
900 E Broad St., Richmond, VA 23219	Add
900 W Broad St., Apt 2e, Richmond, VA 23220	Add

Results per page: 10 1 - 5 of 5 << < 1 > >>

**Step 9.** Address *and* Parcel Number should display IF previous step was completed correctly (see example).

**Step 10.** Select Next

Access Portal Link [HERE](#)

**Step 11.** The Plan Details screen will display

- Plan Type is automatically preset and does not require revision
- You **MUST** enter a **DETAILED** business description for the proposed business. Please include the following information:
  - Are sales **virtual/online** or in-person?
  - Are you seeing **clients** at this location? If yes, how many, how frequently, and between what hours?
  - For **TRANSPORTATION BUSINESSES/SERVICES**, are you utilizing a **Commercial Vehicle** for your residential business? If yes, what is the year/make/model of the vehicle?
  - Where will **Commercial Vehicle** be parked when not in use?
- You **MUST** enter square feet information (area/room devoted to business only. **Do not** input the square feet for the entire house or apartment; just the room or area that will be utilized as an office space).

**Step 12.** Select NEXT

Apply for Plan - Certificate of Zoning Compliance - Residential \*REQUIRED

1 2 3 4 5 6  
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Type: Site Address  
900 E Broad St., Richmond, VA 23219  
Main Address  
Parcel Number 0010515\_E0000175001T  
Main Parcel  
Remove

Site Address  
Add Location

Create Template Save Draft **Next**

Apply for Plan - Certificate of Zoning Compliance - Residential \*REQUIRED

1 2 3 4 5 6  
Locations Type Contacts More Info Attachments Review and Submit

PLAN DETAILS

\* Plan Type Certificate of Zoning Compliance - Re

Description Home office for ABC Craft store specializing in hats, handbags, scarves and cosmetic jewelry. Online retail sales only. No clients will be seen at this location, and there will be no onsite sales or transactions.

Square Feet 100

Back Create Template Save Draft **Next**



**Step 13.** The **CONTACTS** screen will display. The Property Owner's information is **required**.

From Add Contact under Property Owner, **select** **+** icon inside blue box

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Apply for Plan - Certificate of Zoning Compliance - Residential REQUIRED

Locations ✓ Type ✓ **Contacts** 3 More Info 4 Attachments 5 Review and Submit 6

CONTACTS

Applicant  
Jane Doe  
900 e broad st, richmond,  
23219

Property Owner  
Add Contact  
**+**  
REQUIRED

Select Type ▼

Add Contact  
**+**

Back Create Template Save Draft Next

**Step 14a. Required** - Property Owner as listed by the City Assessor's office. (Please note that this is **not** the Management Company)

- Enter property owners Name, E-mail, **or** Company, then **select** Search.

Back to Application

Add Contact

Add Contact As : Property Owner

Search My Favorites

Search Name, E-mail, or Company

Back to Application

Add Contact

Add Contact As : Property Owner

Search My Favorites

Search City of Richmond

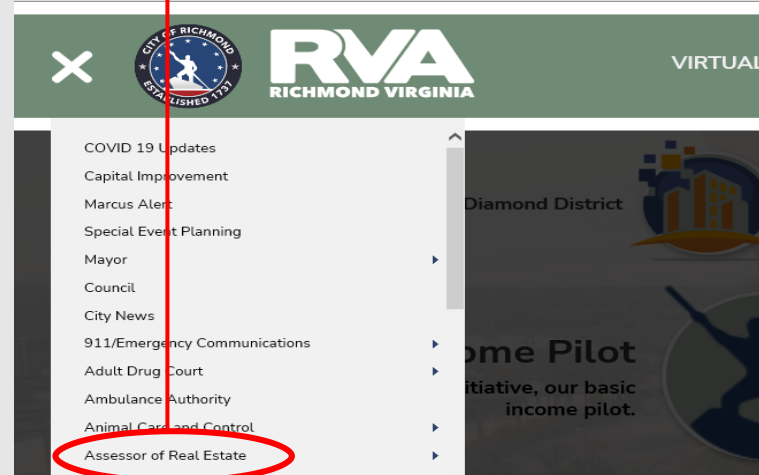
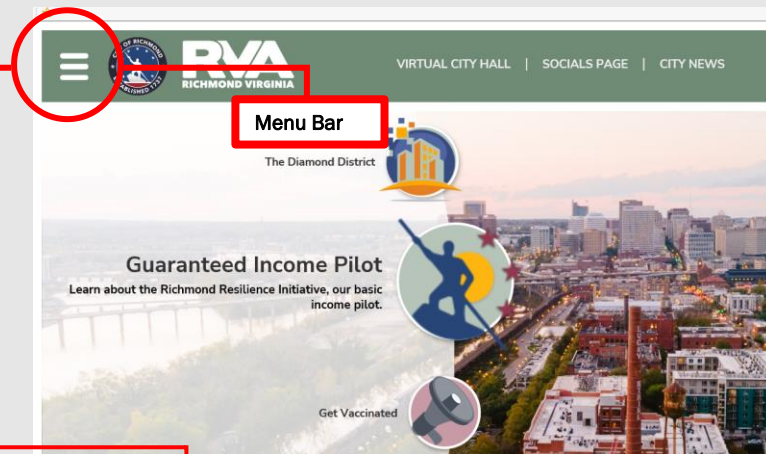
**Step 14b.** You may also verify the property owner's information via the City Assessor's office by accessing the following link: [Richmond Zoning Map](#).

**Step 14c.** You can also access the **Zoning Map** via the City Assessor's page by visiting [www.rva.gov](http://www.rva.gov), and navigating to the **Assessor of Real Estate** link under the Menu Bar.

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 15.** Verify the correct Property Owner's information, then select ADD



	RICHMOND	SPRULL-ACCTS PAYBL	RICHMOND	
	CITY OF RICHMOND	DAWES LEE - FIRE STATION 11	CITY OF RICHMOND	
	CITY OF RICHMOND	DEPT. OF PUBLIC UTILITIES	CITY OF RICHMOND	
	CITY OF RICHMOND	SCHOOL ROADS	CITY OF RICHMOND	

**Step 16.** Property Owner's information should display IF previous step was completed correctly (see example).

Select Next.

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 17.** The **More Info** screen will display

**Step 18.** All areas indicated with (\*) are required.

Under Plans, you may select **No** if you are **not** submitting a Floor Layout/Design Plan for your Home Office space.

The image shows two screenshots of the online permit portal. The top screenshot is titled "Apply for Plan - Certificate of Zoning Compliance - Residential" and is marked as "REQUIRED". It features a progress bar with six steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info (disabled), 5. Attachments (disabled), and 6. Review and Submit (disabled). The "CONTACTS" section displays two entries: "Applicant" (Jane Doe, 900 e broad st, richmond, 23219) and "Property Owner" (CITY OF RICHMOND, CITY OF RICHMOND DEPT. OF PUBLIC UTILITIES). A red circle highlights the "Property Owner" entry. To the right is an "Add Contact" button with a plus sign. At the bottom are "Back", "Create Template", "Save Draft", and "Next" buttons.

The bottom screenshot is also titled "Apply for Plan - Certificate of Zoning Compliance - Residential" and is marked as "REQUIRED". It shows the "MORE INFO" screen, which is circled in red. The progress bar now shows step 4 as active. The "MORE INFO" section includes a "General" tab and several input fields: "Off-Site Parking Spaces", "Parking Description", "BZA #", "SUP/CUP #", "Parking Location", and "On-Site Parking Spaces". At the bottom, a red circle highlights the "\*Plans" dropdown menu, which is currently set to "No". A "Top | Main Menu" link is visible in the top right corner.

**Step 19.** Under ***If Other, Specify*** enter Home Occupation.

**Step 20.** Enter square feet information (the area devoted to business only (i.e. the size of the room to be utilized as an office))

**Step 21.** Please ***select OTHER*** for Home Occupation – Residential.

**Step 22.** Under ***Residential Uses***, please indicate if you live in a:

- *One Family*
- *Two Family (two units)*
- *Three or More Family (apartment building/complex)*
- *Condo*
- *Or if this is for a Baby Sitting business*

**Step 23.** Please enter any additional contact information or other information regarding your business under ***Notes***.

**Step 24.** Select **YES** under authorization.

**Select** Next.

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

The screenshot shows a web form for a permit application. Red ovals and lines highlight specific fields and buttons: 'If Other, Specify' (with 'Home Occupation' entered), 'Must select at least ONE of the following:', 'Residential Uses' (with 'Three or more Family' selected), 'Notes' (with 'Business partner contact information or Additional Business Information' entered), and the 'Next' button. Green boxes and lines highlight 'Square Footage' (with '100' entered), 'POD #', 'I am authorized to submit this application' (with 'Yes' selected), and the 'Back' and 'Create Template' buttons.

## Other/Home Occupation

Use this to apply when your home or apartment will be used to operate a business and a business license is required.

(Example: Establish a marketing or consulting business within a portion of the residence).

**Step 25.** The **Attachments** screen will display. The **Owner Affidavit** form is **REQUIRED**. A copy of the Owner Affidavit form would have been sent to you in the initial email received with these instructions. Please download and complete the form, then upload to the portal.

To upload attachment, **select** **“Please sign and attach affidavit – Add Attachment”** (select **+** icon inside blue box).

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Apply for Plan - Certificate of Zoning Compliance - Residential \*REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

Please sign and attach affidavit.

Please sign and attach affidavit  
Add Attachment  
Supported: pdf

Select Type  
Add Attachment  
Supported: pdf

REQUIRED

Back Create Template Save Draft Next

**Step 26.** If you do not have a copy of the form, **select** **Zoning Owner Affidavit** under **Supporting Documentation** → **Zoning** tab at the top of the dashboard page.

Dashboard Home Other Resources Apply Supporting Documentation Frequently Asked

OPP User Guide For DPU Wat

OPP Tips & Sample Descriptions STR Owner Affidavit Responsible

OPP User Guide Zoning Owner Affidavit Plan Review

OWNER AFFIDAVIT FORM – Page 1

To Be Completed by Applicant

(Complete ALL items highlighted in **YELLOW** )

**Important:** The Property Owner is not required to sign the document, but you are required to obtain the Owner's permission prior to applying for your Zoning permit. The City's Zoning Ordinance requires that our office notify the Property Owner(s) of any potential business on their property, thus the Owner will receive a copy of the Home Occupation CZC permit. If no consent was provided to you by the Property Owner prior to approval, you will NOT be reimbursed for any fees paid for your permit.

Prior to signing, please review Page 2 (*Home Occupation Rules*) to be sure that you can meet all of the requirements (#1-#8). If you can meet all of the Home Occupation rules, you can then sign and date the Affidavit.

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Please review ALL pages of the **OWNER AFFIDAVIT** form



City of Richmond, Virginia  
Department of Planning and Development Review, Zoning Administration Division  
900 East Broad Street • City Hall - Room 110 • Richmond, Virginia 23219  
• <https://www.rva.gov/planning-development-review/zoning-administration>  
Office: (804) 646-6340 • Facsimile 804-646-6948

TO BE COMPLETED BY THE APPLICANT  
Applicant must complete ALL items.

HOME SITE ADDRESS: \_\_\_\_\_ APARTMENT NO/SUITE \_\_\_\_\_  
APPLICANT'S NAME: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_  
TRADE NAME (IF APPLICABLE): \_\_\_\_\_  
PROPERTY OWNER: \_\_\_\_\_  
PROPERTY OWNER ADDRESS: \_\_\_\_\_

CERTIFICATION  
(MUST CHECK ONE)

- Home Occupation (See page 2)**—I acknowledge that I am certifying and affirming that I have rightfully received authorization of the property owner OR agent for property owner to operate my home business. I will comply with the home occupation rules & my signature (below) confirms my knowledge and understanding of the conditions of approval in the Zoning Ordinance. I further certify that I reside on the premises identified and understand the owner and/or agent will obtain a copy of this approval and document.
- Ownership Change (Multi Family or Commercial)**—I acknowledge that I am certifying and affirming that I am rightfully the new owner of such building. I acknowledge that I am certifying and affirming that I will comply with ALL rules and my signature (below) confirms my knowledge and understanding of the conditions of approval in the Zoning Ordinance.
- Tenant Change**— I acknowledge that I am certifying and affirming that I have rightfully received authorization of the property owner OR agent for property owner to operate the **commercial** business requested at this site location as a new tenant. I acknowledge that I am certifying and affirming that I will comply with ALL rules and my signature (below) confirms my knowledge and understanding of the conditions of approval in the Zoning Ordinance. I further certify and understand the owner and/or agent will obtain a copy of this approval and document.
- Wireless Communications (Small Cell)** — I acknowledge that I am certifying and affirming that I have rightfully received authorization of the property owner (s) OR agent for property owner (s) to install a small cell facility on private property located inside an enclosure of no more than six cubic feet in volume, or in the case of an antenna that has exposed elements, the antenna and all its exposed elements can fit within an imaginary enclosure of no more than six cubic feet. I acknowledge that I am certifying and affirming that I will comply with the ALL rules and my signature (below) confirms my knowledge and understanding of the conditions of approval in the Zoning Ordinance. I further certify and understand the owner and/or agent will obtain a copy of this approval and document.

*Failure to comply with the above rules constitutes a violation of the Zoning Ordinance subject to a revocation of approval and fine; if convicted, of up to one-thousand (\$1,000) dollars and/or up to one (1) year in jail.*

SIGNATURE

DATE

OWNER AFFIDAVIT FORM – Page 2

Home Occupation Rules

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Please review  
ALL pages of  
the  
**OWNER  
AFFIDAVIT form**



City of Richmond, Virginia  
Department of Planning and Development Review, Zoning Administration Division  
900 East Broad Street • City Hall - Room 110 • Richmond, Virginia 23219  
• <https://www.rva.gov/planning-development-review/zoning-administration>  
Office: (804) 646-6340 • Facsimile 804-646-6948

HOME OCCUPATION RULES

HOME OCCUPATION

Any occupation, profession, business or enterprise which is incidental and secondary to the principal use of the premises as a dwelling unit.

The following provisions shall apply to home occupations in all districts in which they are permitted by the use of regulations set forth in the Zoning Ordinance.

- (1) **Employment.** Only persons living together as a family on the premises shall be employed on the premises in the conduct of the home occupation.
- (2) **Location.** The home occupation shall be conducted within the dwelling unit or within a completely enclosed accessory building on the same property, provided that the home occupation use of an accessory building shall be permitted only when authorized by exception granted by the board of zoning appeals pursuant to section 30-1040.3 of the Zoning Ordinance. Use on an accessory building for motor vehicle parking or incidental storage of products or materials used in conjunction with a home occupation conducted within the dwelling unit shall not require an exception. There shall be no outside activity or outside storage of products or materials in conjunction with any home occupation.
- (3) **Area.** The home occupation, whether located in the dwelling unit or in an accessory building, shall not occupy an area greater than the equivalent of 25 percent of the enclosed and heated floor area of the dwelling unit or more than 500 square feet, whichever is less. Areas within enclosed buildings and use for parking of vehicles as may be required by section 30-640.2 of the Zoning Ordinance shall not be included in calculation of the area devoted to the home occupation.
- (4) **Appearance.** There shall be no signs, other than specifically permitted by article V of this chapter, and no displays or alterations to the exterior of the building or premises that would distinguish it as being devoted to a non-dwelling use.
- (5) **Intensity/traffic.** Visitation by clients, customers, vendors or other visitors associated with the home occupation, including deliveries, shall not exceed a total of four vehicles per day, nor more than two persons at any one time, and shall occur only between the hours of 8:00 AM and 6:00 PM.
- (6) **Vehicles.** Parking or storage of vehicles shall be subject to the limitations set forth in section 30-640.2 of the Zoning Ordinance, provided that no more than two vehicles used in conjunction with a home occupation shall be parked or stored on the premises either outside or inside a completely covered enclosed building.
- (7) **Prohibited activities.** In conjunction with any home occupation, no product shall be offered for sale directly to customers on the premises, there shall be no housing of persons for compensation, and there shall be no repair of vehicles or internal combustion engines.

The following uses or activities shall be prohibited as a home occupation: beauty salons, barber shops, manicure or pedicure services, massage therapy, medical or dental offices and clinics, catering businesses, kennels, veterinary clinics and similar uses or activities.

- (8) **Performance.** There shall be no process or activity conducted or equipment operated that generates any noise, vibration, odor, smoke, fumes, glare or electrical interference discernable to the normal senses beyond the lot lines of the property on which the home occupation is conducted. In the case of a home occupation conducted in a dwelling unit other than a single-family detached dwelling, such impacts shall not be discernable to the normal senses outside of the dwelling unit. The use or storage of both of hazardous materials of such type or in such quantities not normally permitted in a residential structure shall be prohibited.

**NOTE:**

No vehicle that exceeds an empty weight of six thousand five hundred (6,500) pounds, semi-trailer or commercial vehicle shall be parked or stored outside of a completely enclosed building. For the purposes of this section, a commercial vehicle is defined as a load or empty motor vehicle that exceeds an empty weight of six thousand five hundred (6,500) pounds, a trailer or semitrailer, designed or regularly used for carrying freight, merchandise, or more than ten (10) passengers, including buses.

**Step 27.** Print/complete form, SCAN/SAVE to computer/device, then upload/attach to plan in blue box.

*\*If box has white background **Select** NEXT.*

*\*If background is still blue, please try again.*

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Dashboard Home Other Resources Apply Supporting Documentation Frequently Asked Questions My Work Today's Inspections Search

Apply for Plan - Certificate of Zoning Compliance - Residential \*REQUIRED

Locations Type Contacts More Info **Attachments** Review and Submit

**Attachments**  
Please sign and attach affidavit.

Please sign and attach affidavit

City of Richmond - Owner Affidavit - Zoning.pdf  
Size: 366.58 KB

Remove

Select Type

Add Attachment

Supported .pdf

Back Create Template Save Draft Next

Please review ALL pages of the OWNER AFFIDAVIT form



**Step 28.** The **SUMMARY** screen will display.  
Once you have confirmed that all the information you input is correct, **select** SUBMIT.

**Step 29.** If changes are required to the application, you may save the submission as a draft (**Select** Save Draft). This will save your current application, and will allow you to return at a later point to complete the process, after which you may submit the application.

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Apply for Plan - Certificate of Zoning Compliance - Residential \*REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

**Submit**

---

**Locations**

Site Address 900 E Broad St., Richmond, VA 23219

Parcel Number 0010515\_E0000175001

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**Basic Info**

Type Certificate of Zoning Compliance - Residential

Description Home office for ABC Craft Store - online retail sales only. No clients will be seen at this location, and there will be no onsite sales or transactions.

Square Feet 100

Applied Date 01/05/2022

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**Contacts**

Applicant John/Jane Doe

900 e broad st, richmond, 23219

Property Owner CITY OF RICHMOND DEPT. OF PUBLIC UTILITIES  
CITY OF RICHMOND

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**More Info**

General

Off-Site Parking Spaces Top | Main Menu

Parking Description

SUP/CLUP #

Parking Location

On-Site Parking Spaces

Plans No

No. of Units

If Other, Specify Home Occupation

Square Footage 100

FOUR

Must select at least ONE of the following: Other (specify in box below)

Residential Uses Three or more Family

Additional Contacts:

Notes Business partner contact information or Additional Business information

I am authorized to submit this application Yes

Please enter Name, Address, Phone number, and Email address of the Additional Contact in the above field.

---

**Attachments**

Please sign and attach affidavit City of Richmond - Owner Affidavit - Zoning.pdf

Back Create Template

**Save Draft** **Submit**

**Step 30.** Upon completion, you will receive a verified status (✓), along with a **Plan Number**.

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Plan Number: CZC-100000-2021

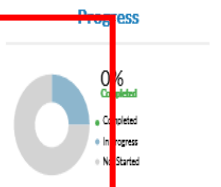
**Step 31.** You **DO NOT** need to request an inspection for your Plan. If an inspection of the property is required, you will be contacted by the assigned Zoning staff member regarding this inspection.

Plan Details | Tab Elements | Main Menu

Type:	Certificate of Zoning Compliance - Residential	Status:	Submitted Online	Project Name:	
IVR Number:	1092808	Applied Date:	12/03/2021	Expiration Date:	
District:	aaRichmond	Assigned To:	Davidson, William	Completion Date:	
Square Feet:	0.00				
Description:	home occupation				

- Step 32.**
- No fees are due at this time.
  - Staff will review and begin processing your application.
  - If all information is provided and complete, you will receive an E-mail notification regarding your **INVOICE**. Please submit your payment upon receipt of this notification.
  - If incomplete, staff will email you for the additional information.

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | More Info



**Workflow**

- Certificate of Zoning Compliance - Started - Scheduled for 12/17/2021
- Home Occupation Rules Agreement
- Site Inspection -
- Issue Certificate of Zoning Compliance

**Available Actions**

- Request Inspection  
Site Inspection - Code

Request

**Fees**

\$0.00

**Step 33.** Once you have received your **APPROVED** Certificate of Zoning Compliance (CZC) permit, please contact the **City of Richmond's Finance Department** regarding your business license:

Finance Department/Business License Unit  
City Hall, 900 East Broad St, Rm 103  
[Finance@rva.gov](mailto:Finance@rva.gov)  
804-646-6662

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>