



## Application for Home Employment Certificate (HEC)

Date  
Stamp

|                      |
|----------------------|
| ZPA _____            |
| Approved By: _____   |
| Approval Date: _____ |

**Fee\*: \$** \_\_\_\_\_

Make checks payable to PWC  
(\*in accordance with current [Fee Schedule](#))

|   |  |  |  |                             |  |
|---|--|--|--|-----------------------------|--|
| <b>Applicant Information</b>                        | Business Legal Name  |  | Trade Name (DBA)                                     |                             |  |
|   | Name   |  | Title  |                             |  |
|   | Mailing Address  |  | City/State   | Zip Code                    |  |
|   | Email  |  |  | Phone                       |  |
|   | Check one:    Property Owner       Authorized Agent       Other: _____ |  |  |                             |  |
|   | Authorized Agent(s) <sup>1</sup>                                       |  |  |                             |  |
| <b>Property Information</b><br>Same as Applicant    | Owner Name   |  |  |                             |  |
|   | Owner Email  |  | Owner Phone  |                             |  |
|   | Address  |  | City/State   | Zip Code                    |  |
| Proposed Use (from page 3)                          |  |  |  |                             |  |
| Total Floor Area (sq.ft.)                           |  | Floor Area of Proposed Home Employment Area (sq.ft.) |  | Total Percentage of HE Area |  |
| Proposed Hours of Operation                         |  |  |  |                             |  |
| Required Number of Off-Street Parking Spaces: _____ |  |  | Number of Available Off-Street Parking Spaces: _____ |                             |  |
| <b>Information to be completed by Staff</b>         |  |  |  |                             |  |
| GPIN:   | Zoning District:   | Magisterial District:                                |  | Acreage:                    |  |

I hereby certify that the information provided in this application and the attached evidence is accurate, true and correct to the best of my knowledge and belief.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<sup>1</sup> Homeowner's Release Affidavit is required if an authorized agent is representing the applicant.

# Application for Home Employment Certificate (HEC)

## APPROVAL CONDITIONS

1. This certificate, in conjunction with a certificate of occupancy (if required), business license (if required), and other required regulatory licenses represents zoning approval to conduct a Home Employment from the property described in the application, pursuant to Section 32-300.16 of the Prince William County Zoning Ordinance. This Certificate is not valid if the other required certificates and/or permits are not obtained prior to commencement of the use.
2. This Certificate is not transferable.
3. The use shall be conducted as an accessory use entirely within a single-family detached dwelling unit and shall not change the character of the dwelling unit nor have any exterior evidence other than a permitted sign.
4. Only product sales accessory to a home employment use shall be allowed.
5. Outside storage associated with the business shall be prohibited.
6. Hours of operation, excluding tutoring, education, or training, shall be limited to between 7:00 a.m. and 7:00 p.m. Monday through Friday, 9:00 a.m. to 7:00 p.m. Saturday and Sunday. Hours of operation for tutoring, education, or training shall be limited to between 7:00 a.m. and 9:00 p.m. Monday through Friday, and 9:00 a.m. to 9:00 p.m. Saturday and Sunday.
7. Customers shall be received by appointment only. No more than five (5) customers per day and no more than one (1) customer at a time shall be scheduled; however, this shall not apply to adult day care and tutoring. A customer shall be deemed: an individual or a group of individuals that arrive as a single unit at a destination usually by means of a motor vehicle.
8. No more than one (1) employee, who is not a family member residing in the dwelling unit shall be permitted for a dwelling on a lot which is less than ten thousand (10,000) square feet. No more than two (2) employees shall be permitted for a dwelling on a lot which is ten thousand (10,000) square feet or larger.
9. A home employment use shall be allowed either one (1) unlighted façade sign not to exceed one (1) square foot in area; or one (1) unlighted mailbox mounted sign not to exceed one (1) square foot in area nor three (3) feet in height from ground level when the dwelling unit is set back more than thirty-five (35) feet from the front property line. No other signs shall be permitted.
10. The area devoted to the home employment use shall not exceed twenty-five (25) percent of the gross floor area of the dwelling unit.
11. Adequate parking shall be provided to accommodate the use.
12. Commercial deliveries and pickups of supplies associated with the use shall be limited to one (1) per day and shall be made only during business hours.
13. Pet grooming services:
  - a. Clippings and refuse from pet grooming services shall be cleaned up and properly bagged daily.
  - b. All animals shall be kept inside except; however, up to three (3) pets at any time may be permitted to use a portion of a rear or side yard, if blocked from view from adjacent properties by a six-foot high solid board fence.
  - c. No animals shall be kept overnight or boarded.
14. Approval of a home employment use shall be revocable on the order of the Zoning Administrator at any time 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.
15. Approval of a home employment use shall stand revoked, without any action by the Zoning Administrator, if the use authorized has been intentionally abandoned, has ceased for a period of one year, or has not commenced within one year of approval.

I hereby apply for the Home Employment Certificate described in the submitted application and certify that this address is my legal occupied residence. I also certify that: 1) I have read the above conditions attached to this certificate; 2) I understand the conditions; and 3) I will abide by them. I understand this Certificate is not transferable. This approval is based solely on the information provided within. If such information should be proven inaccurate at a later date, approval will be considered invalid.

**Signature** \_\_\_\_\_

**Signed this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_

# Application for Home Employment Certificate (HEC)

## HOME EMPLOYMENT CERTIFICATE CHECKLIST

| MINIMUM ZONING REQUIREMENTS   | YES | NO |
|---|-----|----|
| A Home Employment is only allowed in a single-family detached dwelling. Is your lot size at least 5,000 square feet? <b>If the answer is NO – STOP.</b> You do not qualify to apply for a Home Employment Certificate. You may be able to apply for a Special Use Permit for a Home Business. |     |    |
| Do you reside in the dwelling that the business will be conducted in? <b>If the answer is NO – STOP.</b> You do not qualify for the Home Employment Certificate.  |     |    |
| If you are renting/leasing, you must provide notarized written authorization from the property owner.   |     |    |
| If you are using a fictitious name for your business, provide a copy of the Fictitious Name Registration or Proof of Incorporation. Call the Clerk of the Circuit Court office at 703-792-6028 for additional information on registering a trade name.  |     |    |

| MINIMUM SUBMISSION REQUIREMENTS   | YES | NO |
|---|-----|----|
| Completed standard application form (Page 1 of this packet).  |     |    |
| If renting the property, latest copy of the lease agreement and a notarized authorization letter from the property owner allowing the proposed use to be operated from the property. Download the form at: <a href="http://www.pwcva.gov/zoning">www.pwcva.gov/zoning</a> |     |    |
| Provide a detailed description of the proposed home employment use.   |     |    |
| Provide floor area calculations that demonstrate that no more than 25% of the gross floor area of the dwelling is used for your business, clearly identifying the total area that will contain the home employment use. <sup>2</sup>                                      |     |    |

<sup>2</sup>NOTE: The home employment business must comply with Section 302.2 of the International Building Code, which limits an accessory use to not more than 10% of the floor area on the level in which it is located. Compliance is met by making application for appropriate permits and obtaining the associated construction inspection approval from the development Services Department, Building Development Services Division. You may also be required to obtain a Certificate of Use and Occupancy. For information call (703) 792-4040 or (703) 792-6924.

# Application for Home Employment Certificate (HEC)

## Zoning Ordinance Section 32-100 Definition of Home Employment

**Home employment:** A business activity conducted entirely within a single-family detached dwelling unit by residents of that unit which is clearly incidental and secondary to its principal use as a dwelling unit. Home employment is more intense than home occupation and allows customers to come to the house. Home employment uses may be permitted in accordance with the provisions of Section 32-300.16.

**The following uses, and no others, are recognized home employment uses:**

1. Administrative offices of business and/or trade.
2. Arts and crafts activities.
3. Baking/catering (off-premise service).<sup>a</sup>
4. Beauty salon (no tanning or toning equipment).
5. Clerical/secretarial activities.
6. Day-time adult care (no more than five (5) adults not residing in the home).<sup>b</sup>
7. Diaper/laundry service.
8. Floral design.
9. Interior design/decorating.
10. Jewelry, watch, clock repair; engraving; locksmith; eyeglass; framing; dentures.
11. Maid service (off premise).
12. Mail order.
13. Nail sculpture, manicurist.
14. Offices of a physician, therapist (including psychological, physical, and/or massage, dentist, lawyer, accountant, engineer, architect, desktop publishing, or similar professional).<sup>c</sup>
15. Pet grooming.
16. Photography.
17. Picture framing.
18. Scissors, saw, blade sharpening.
19. Seamstress, tailoring, upholstery activities.
20. Small electronics repair.
21. Tutoring, education or training (no more than five (5) children or two (2) adults at any one time.

<sup>a</sup> Before requesting Zoning Approval for a Home Employment Certificate for **Baking/catering**, please note that the Prince William County Health Department will not authorize home kitchens to be used for commercial catering purposes, unless the applicant obtains special use permit approval for a separate commercial kitchen under a “rural home business” in the Agricultural District, or a “home business” in the Residential Districts. Any baking-related home employment must conform to the standards of the Virginia Department of Agriculture and Consumer Services. For additional requirements and information from the Virginia Department of Agriculture and Consumer Services call (804) 786-3520 or see the website at [www.vdacs.virginia.gov](http://www.vdacs.virginia.gov).

<sup>b</sup> Before requesting Zoning Approval for a Home Employment Certificate for **Adult Day Care**, an application must first be filed with the Virginia Department of Social Services. For additional requirements and information for Social Services call (804) 726-7000 or see the website at [www.dss.virginia.gov](http://www.dss.virginia.gov).

<sup>c</sup> Before requesting Zoning Approval for a Home Employment Certificate for **Massage Therapy**, an application must first be filed with the Prince William County Environmental Health Department. For additional requirements and information from Environmental Health call (703) 792-6310 or see the website at [www.vdh.virginia.gov](http://www.vdh.virginia.gov).