

OCCUPATIONAL TAX CERTIFICATE  
HOME OCCUPATION AFFIDAVIT

City of Leesburg Code of Ordinances Chapter 34 – Zoning Sec 3.23 Definitions

*Home occupation:* Any use conducted entirely within the dwelling and carried on by the inhabitants thereof, which use is incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character thereof. Provided further, that no article or service is sold or offered for sale on the premises, except such as is produced by such occupation; that such occupation shall not require internal or external alterations or construction, open storage or signs not customary in residential areas.

One non-illuminated name plate, which is not more than two square feet in area, may be attached to the building which shall contain only the name and occupation of the resident of the premises. Clinics, hospitals, childcare centers, and day nurseries, among others, shall not be deemed to be home occupations.

All home occupations shall comply with the following standards:

*Home occupation, residential:*

- (1) The home occupation use shall only be allowed in residential zoning districts which allow home occupations.
- (2) The home must maintain a residential appearance and there shall be no change in the home's appearance, noise, light, odor, traffic or utilities visible to the public beyond the home.
- (3) The use shall be conducted entirely within the home and accessory structures with not more than 25 percent of the home's gross floor area used for the home occupation.
- (4) Only persons living in the home on a full time basis shall be employed.
- (5) No more than one home occupation shall be authorized for any residential home.
- (6) Business materials or equipment shall be stored in an area within the home. No outside storage of materials or equipment.
- (7) The following businesses, uses, and activities shall be prohibited as home occupation uses: adult entertainment establishments; kennels; stables; veterinarian clinics; medical and dental clinics; restaurants, clubs; and drinking establishments; motor vehicle repair or small engine repair; funeral parlors; adult businesses; limousine service; taxi service; and wrecker service.
- (8) No motor vehicle other than a passenger automobile, passenger van or passenger truck used by the resident as a personal vehicle shall be parked on the property.
- (9) Non-conforming home occupation uses: Non-conforming uses permitted as of October 1, 2005, shall be allowed to continue to operate under the following conditions:
  - a. No non-conforming use may be changed to another non-conforming use.
  - b. No non-conforming use shall be increased, extended or enlarged beyond the size or scope of the use as it existed on the date of issuance of the current occupation tax certificate.
  - c. The non-conforming use is specially designated to the current property and business owner. (The home occupational use is not transferable.)
  - d. Violation of these conditions will result in an immediate and permanent revocation of the right to continue the non-conforming use.

I, \_\_\_\_\_, will operate a business from my residence at \_\_\_\_\_

I do attest that I have read and do fully understand the restrictions for home occupations listed above. I also attest that my home-based business will comply fully with all such restrictions. I understand that if, at any time, my business is found to be in violation of the restrictions, my business license may be revoked.

Please briefly describe the details of the home occupation. This information is required.

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Applicant's Signature

Date