



USER GUIDE

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

PDRZoningAdministration@rva.gov | 804-646-6340 | www.rva.gov

Access Portal Link [HERE](#)

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

City of Richmond
Zoning Administration
Revised January 2022

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 \$75.00

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
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

PLAN NUMBER: CZC-100000-2022

ISSUE DATE: 1/6/2022

SITE ADDRESS: 900 E Broad Street
Richmond VA 23219

PARCEL NUMBER: E0000175001

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/CUP 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).

Sample Certificate

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

(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 (2nd 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



Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



Apply

This tool can be used to apply for a permit, plan or license.



Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



Pay Invoice

Use this tool to pay for individual invoices.



Map

Explore the map to see the activity occurring in your neighborhood.



Calendar

Click here to find out about certain events like holidays and public hearings.

Welcome to Self Service



Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



Apply

This tool can be used to apply for a permit, plan or license.



My Account

Click here to access your account information.



Pay Invoice

Use this tool to pay for individual invoices.



Map

Explore the map to see the activity occurring in your neighborhood.



Calendar

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. Below the navigation, the 'Application Assistant' section is highlighted with a red oval. A search bar contains the text 'Zoning', which is circled in green. Below the search bar, two search results are listed: 'Certificate of Zoning Compliance - Commercial' and 'Certificate of Zoning Compliance - Residential'. The second result is circled in red. A blue link '> Show Categories' is visible below the search results. Below the search results, there are two category cards: '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' section with a search bar containing 'Certificate of Zoning Compliance - Residential'. Below the search bar, there are five filter buttons: 'All', 'Trending', 'My History', 'Short Term Rental', and 'PLANS'. Below the filter buttons, there is a blue link '> Show Categories' and a blue link 'Show My Templates'. Below the links, there is a category card for 'Certificate of Zoning Compliance - Residential'. The card includes an icon of a tractor, a category name, and a description. A red arrow points from the 'Apply' button in the bottom right corner of the card to the 'Apply' button in the bottom right corner of the dashboard.

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 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)

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

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

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	Site Address
Main Address 900 E Broad St., Richmond, VA 23219	
Parcel Number 0010515_E0000175001T	
Main Parcel <input checked="" type="checkbox"/>	
Remove	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 - Residential

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>

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.

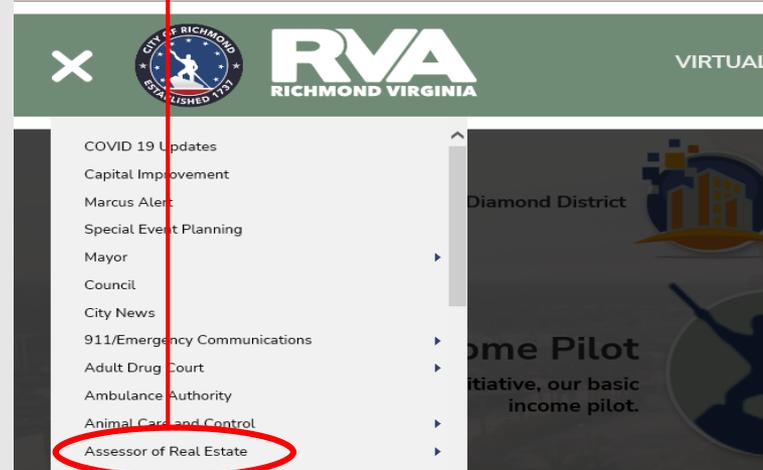
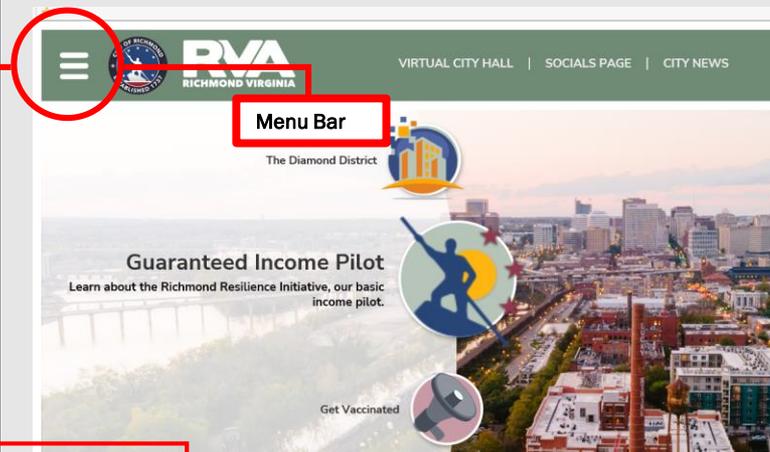
Step 14b. You may also verify the property owner's information via the City Assessor's office by accessing the following link: [Richmond Zoning Map](#).

Step 14c. You can also access the **Zoning Map** via the City Assessor's page by visiting www.rva.gov, 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 shows a progress bar with steps 1 through 6. Steps 1, 2, and 3 are completed (green checkmarks), step 4 is active (blue circle with '4'), and steps 5 and 6 are pending (grey circles). Below the progress bar, there are sections for "CONTACTS" and "Property Owner". The "Property Owner" section shows "CITY OF RICHMOND" and "CITY OF RICHMOND DEPT. OF PUBLIC UTILITIES" with a "Remove" button. A red circle highlights the "Property Owner" section. Below the "CONTACTS" section, there is a "Back" button, a "Create Template" button, a "Save Draft" button, and a "Next" button. The bottom screenshot is also titled "Apply for Plan - Certificate of Zoning Compliance - Residential" and shows the "MORE INFO" screen. The progress bar shows steps 1 through 6, with step 4 active. The "MORE INFO" section has a "General" sub-section with several input fields: "Off-Site Parking Spaces", "Parking Description", "BZA #", "SUP/CUP #", "Parking Location", and "On-Site Parking Spaces". A red circle highlights the "MORE INFO" section. At the bottom, there is a field for "*Plans" with a dropdown menu set to "No". A red circle highlights the "*Plans" field.

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 Home Occupation. 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', 'Create Template', and 'Save Draft' 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>

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
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** 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)

<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



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

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

Contacts

Applicant: John/Jane Doe
900 e broad st, richmond, 23219

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

More Info

General

Off-Site Parking Spaces

Parking Description

SUP/CUP #

Parking Location

On-Site Parking Spaces

Plans: No

No. of Units

If Other, Specify: Home Occupation

Square Footage: 100

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.

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.

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
804-646-6662

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

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

Progress



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

View Details

Access Portal Link [HERE](#)

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