



# TOWN OF SMITHFIELD

310 Institute Street, PO Box 246, Smithfield, VA 23431

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www.smithfieldva.gov

## HOME OCCUPATION PERMIT APPLICATION

Address \_\_\_\_\_ Tax Parcel ID# (TPIN) \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant Phone \_\_\_\_\_ Applicant Email \_\_\_\_\_

Owner \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Phone \_\_\_\_\_ Owner Email \_\_\_\_\_

**NOTES AND INSTRUCTIONS:** Attach to this application a business plan, narrative, or other detailed work describing the home occupation in detail. Home occupation permit applications must also include the hours of operation, number of employees, and the number of employees directly related to the occupant(s) of the property. By signing below, you certify that you are aware of the following:

- (1) Your home occupation must be in full compliance with Smithfield Zoning Ordinance Article 2, Section U.
- (2) Depending on the zoning district, some proposed home occupations are permissible only via a successful application for a Special Use Permit (SUP), which must be reviewed by the Planning Commission (PC), approved by the Town Council, and accompanied by a site plan (which must be approved by the PC).
- (3) Depending on the zoning district, some proposed home occupations, if not permissible by right or SUP, are prohibited.
- (4) All new home occupations must acquire a business license from the Town Treasurer.
- (5) All attachments to this application are true and inclusive of all details of the proposed operation(s) at the property/properties in question.

Agent/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

### TOWN STAFF ONLY

Zoning District \_\_\_\_\_ Overlay District \_\_\_\_\_

Additional Permitting Needed and/or Obtained (if Applicable) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved

Denied

Conditions/Explanations/Notes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town Staff Signature (for John Settle, Community Development & Planning Director) \_\_\_\_\_ Date \_\_\_\_\_