



City of Newport News

Department of Codes Compliance

2400 Washington Avenue, 3RD Floor
Newport News, Virginia 23607
Phone: (757) 933-2311 Fax: (757) 926-8311
Email: codesclerical@nnva.gov Website: www.nnva.gov/codes

(OFFICE USE ONLY)

HO- _____
DATE: _____
INVOICE # _____
FEE AMOUNT \$50.00

HOME OCCUPATION APPLICATION

(NON-REFUNDABLE \$50.00 APPLICATION FEE)

I certify that the information below is correct and I have read, understand, and agree to abide by the requirements under the provisions of the Code of the City of Newport News.

APPLICANT INFORMATION:

APPLICANT NAME: _____

BUSINESS TRADE NAME: _____

ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

BUSINESS DESCRIPTION: _____

APPLICANT SIGNATURE: _____ **DATE:** _____

PROPERTY OWNER/AGENT INFORMATION:

PROPERTY OWNER/AGENT NAME: _____ **OWNER () AGENT ()**

PROPERTY OWNER/AGENT PHONE: _____ EMAIL: _____

PROPERTY OWNER/AGENT ADDRESS: _____

PROPERTY OWNER/AGENT SIGNATURE: _____ **DATE:** _____

ZONING REQUIREMENTS FOR HOME OCCUPATION

As an applicant for a business or professional license, I understand that the provisions of the City of Newport News Zoning Ordinance strictly regulate the operation of a business of any type in a residential zoned district.

The following is a summary of requirements taken from Sections 45-201, 45-517, and 45-3001(H) of the Zoning Ordinance.

1. The owner or operator of the business must be a member of the family residing in the dwelling listed as the address for the home occupation.
2. The home occupation must not make use of more than four hundred (400) square feet of floor space.
3. The home occupation must not make use of any accessory building.
4. The exterior appearance of the dwelling must not be changed in such a manner as to indicate that a business is being conducted on the premises, nor shall advertising of any type be placed on the premises.

5. Storing materials in such a manner that they are visible from outside of the building is not permitted.
6. No nuisance may be created by varying from the residential character of the premises. This includes, but is not limited to:
 - (a) Generating more traffic, noise, a greater demand for parking, sewage, or water use in excess of what is normal to the residential uses of that neighborhood.
 - (b) Creating a hazard to persons or property.
7. Conducting group instructions or any activity that results in an assembly of persons or vehicles is prohibited.
8. One small commercial vehicle is permitted to be parked. This includes a wrecker or tow truck equal to or less than 16,500 pounds of gross weight if its operator is on the tow lists of the Newport News Police Department or the Virginia State Police.

Application and payment options:

1. Mail/In Person: Submit application along with a check made payable to the City of Newport News.
2. Email: Send application and documents to codesclerical@nnva.gov. A response email with payment options will be sent. Application will be processed after payment is received.

OFFICE USE ONLY:

Approved on _____ under the provision of the Code of the City of Newport News.
Signature of authorized person: _____