



City of Fredericksburg Planning Services Division
 715 Princess Anne Street, Room 209
 P.O. Box 7447, Fredericksburg VA 22404
 Tel. 540 372 1179, www.fredericksburgva.gov

ZONING USE AND CERTIFICATE OF OCCUPANCY PERMIT WAIVER

In order to conduct business in the City of Fredericksburg, a business license is required. **Zoning Use and/or Certificate of Occupancy must be obtained prior to the issuance of a business license.** Zoning/Occupancy approval does not legalize or approve any of the following: the current use of the structure, signs, violations or non-conformities.

Zoning/Occupancy approval does not guarantee issuance of a business license.

This form is for:

Applicants who are business owners that earn an income as an independent or freelance contractor. With no physical business location, these tax payers may use their home address for the tax filing of documents.

Examples of these types of businesses are:

1. A hair stylist who “rents” a space with-in an established salon.
2. Music teachers who do their instruction at an established business or at a client’s home address.
3. A retail vendor who rents a booth or other space with-in a business. i.e. antique dealer or drafter.
4. A consultant who travels to perform all work services outside of their residence.

If an applicant performs any portions of their business from their home: i.e. data entry, telephone appointments, etc., should not use this form and instead complete a Home Occupation Application.

Applicant: _____ Telephone: _____

Business Name: _____

Business Address: _____

Mailing Address (if different from business): _____

Brief description of the business: _____

E-Mail: _____

Applicant Signature: _____

Property Owner Signature: _____

FOR OFFICIAL USE ONLY

Waiver # _____

Building Services Division

Certificate of Occupancy is not required.

Building Official: _____ Date: _____

Community Planning & Building Department

Commissioner of Revenue

Certificate of Zoning Use is not required.

Zoning Administrator: _____ Date: _____

Copy to: Building Services Division Fire Marshal Police (Support Services Div)
 Economic Development Commissioner of Revenue Form Updated June 11, 2019