



601 Caroline Street, Suite 400  
PO Box 7447  
Fredericksburg, Virginia 22404-7447  
540-372-1179  
[planning@fredericksburgva.gov](mailto:planning@fredericksburgva.gov)

**ZONING USE AND CERTIFICATE OF OCCUPANCY PERMIT WAIVER**  
*[No fee]*

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., **do NOT use this form** and instead **complete a Home Occupation Application.**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name & Address: \_\_\_\_\_

Mailing Address [if different than business]: \_\_\_\_\_

Brief description of business: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

***For Completion by Community Planning & Building***

Approved

Disapproved

Certificate of Zoning Use is NOT required:

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
**Zoning Administrator**

\_\_\_\_\_  
**Date**

**Copy to:**  Building Services  Economic Development  Fire Dept.  Police  Commissioner of Revenue

Revised: 11/2021

**Waiver #:** \_\_\_\_\_