



# Before You Apply

## Home Occupations

### What is a Home Occupation Application for?

A Home Occupation Application is required to operate a business out of one's home. The application must be completed before issuance of a Town business license. Home Occupations are defined in [Christiansburg Town Code Section 42-1. Definitions.](#)

For homestays (short-term rentals, such as AirBnB, Vrbo, etc.), please see the "Homestay" application.

### Required Files

The following files are required to be submitted with your application. Required files must be in PDF format.

- If you are renting your home, please provide a signed letter from the property owner giving permission to operate the requested business from the home.
- *No additional files are required to submit this application. If staff needs additional information, someone will reach out to a contact on file.*

### Contact Information

Be prepared to enter contact information (name, address, phone number and/or email) for the applicant and property owner (if different from applicant).

### Fees

There are no fees associated with this application.

### Where to Apply

When you are ready to apply, you can find the application on the Town's permitting portal, linked below. You will need to register for an account the first time you use the portal. Once registered, you can click "Apply" and search for "Home Occupation" to find the correct application.

[https://selfservice.christiansburg.org/energov\\_prod/selfservice#/home](https://selfservice.christiansburg.org/energov_prod/selfservice#/home)

### What to Expect After you Apply

After you apply for a Home Occupation permit, staff will review your application and may reach out with additional questions. If/when your application is approved, you will receive an email letting you know the next steps.



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## Common Errors

Some common errors we see and important items to note on this type of application include:

- Giving too little detail. Please provide enough information that staff can understand what your business is and what activities will take place in the home.
- Remember to provide where the employees live. If you are the sole employee and live in the home, please note that.
- Town Code requires that “no outside indication exists that a business enterprise is conducted on the premises.” In other words, it can’t be obvious outside that there is a business inside.