

# HOME OCCUPATION PROVISIONAL USE PERMIT / HOMESTAY



Please Return to:  
 Department of Neighborhood Development Services  
 PO Box 911, City Hall  
 Charlottesville, VA 22902  
 Phone (434) 970-3182 Fax (434) 970-3359  
**\$100 Permit Fee: Checks Payable to the City of Charlottesville**

Applicant: \_\_\_\_\_ Property Owner (if different): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Proof of Permanent Residence: \_\_\_\_\_ Driver's License \_\_\_\_\_ US Passport  
**\*applicant must reside in residence at least 180 days per year** \_\_\_\_\_ Voter Registration Card \_\_\_\_\_ Other \_\_\_\_\_

### Responsible Party

*Individual or business entity located within 30 miles who will be available 24 hours a day, 7 days a week, to respond to an resolve issues and complaints (in person, if necessary) that arise during the period of time in which the dwelling is being used as a homestay*

Name of Responsible Party: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
 Responsible Party Signature

I have read the attached regulations concerning Homestays and understand that my permit may be revoked if I fail to comply with all provisions in this code. I give my consent to inspectors by the Zoning Administrator to verify compliance with the requirements for provisional uses and grant a right of access for the zoning Administrator to make such inspections.

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

\_\_\_\_\_  
 Date

<b>OFFICE USE ONLY</b>	Date Received _____	Approved _____	Denied _____
Zoning Administrator Signature: _____			
Comments _____			
Amount Due: <b>\$100.00</b>	Amount Paid _____	Cash/Check No. _____	Copy: <b>Commissioner of the Revenue</b>

## **Homestay Regulations:**

1. An individual who applied for a provisional use permit to authorize the operation of a homestay shall present proof of permanent resident at the property that subject of the application. Acceptable proof of permanent residence included : applicant's driver's license, voter registration card or U.S. passport, showing the address of the property, or other documents(s) which the zoning administrator determines provide equivalent proof of permanent residence by the applicant at the property that is the subject of the application.
2. The applicant must provide contact information for a responsible party. If the owner is not the responsible party, the owner must identify a responsible party who will be available 24 hours a day, 7 days a week, to respond to and resolve issues and complaints that arise during a period of time in which the dwelling is being used for transient occupancy. The responsible party must be located not more than (30) miles from a homestay at the time of a transient occupancy.
3. No more than 6 adult overnight guests are allowed per tax map parcel, per day.
4. Homestays may not have any exterior signage.
5. No food shall be prepared for or served to guests of the homestay by the owner or the owner's agent(s) or contractor(s).
6. A Homestay shall have working smoke detectors, carbon monoxide detectors and fire extinguishers, and all such equipment shall be accessible to overnight guests of the homestay at all times.
7. By his or her application for a provisional use permit for a homestay, an applicant authorizes City inspectors to enter the subject property, upon reasonable advance written notice to the applicant, at least one (1) time during the calendar year for which the permit is valid, to verify that the homestay is being operated in accordance with the regulations set forth within this section.
8. Each provisional use permit for a homestay will be valid for January 1 (or such other date during a calendar year on which such permit is issued) through December 31 of the calendar year in which the permit is issued. During this permit of validity, the owner of the homestay must occupy the dwelling as his or her residence for more than 180 days.
9. A provisional use permit for a homestay may be revoked by the zoning administrator (i) in the event that three (3) or more substantiated complaints are received by the city within a calendar year, or (ii) for failure to maintain compliance with any of the regulations set forth within this section. A property owner whose provisional use permit has been revoked pursuant to this paragraph shall not be eligible to receive any new provisional use permit for a homestay, for the remaining portion of the calendar year in which the permit is revoked, and for the entire succeeding calendar year.