

How to apply for a Minor Home Occupancy Permit (MHO)

Updated 5/30/25

A **Minor Home Occupancy Permit (MHO)** must be approved before a business license can be **issued**, however, you can submit your Business License application online in advance of receiving approval of the MHO: [Apply for a Business License Online](#)

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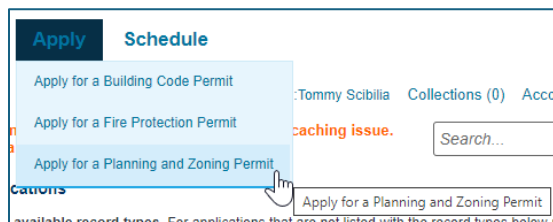
Apply

Follow the instructions below to apply for a **Minor Home Occupancy Permit (MHO)**.

- 1) If you do not already have a free account in our [Permit Portal](#), create one by clicking the “Register Now” link on the portal home screen.
- 2) Log into the [Permit Portal](#).

Note: Be sure to “Allow Pop-ups” on this website for it to function properly.

- 3) Hover over “Apply” and select “Apply for a Planning and Zoning Permit”.



- 4) Read and accept the terms of the disclaimer.

- 5) Under “Commercial & Residential Uses” select “Minor Home Occupation (MHO)”.

ZONING PERMITS

▼ **COMMERCIAL & RESIDENTIAL USES**

- ☐ Accessory Dwelling Unit (ADU) ?
- ☐ Commercial Use & Occupancy ?
- ☐ Keeping of Chickens ?
- ☐ Keeping of Honey Bees ?
- ☒ Minor Home Occupation (MHO) ?

▶ **SIGNS**

- 6) Click “Continue Application” at the bottom of the screen to start filling out the application. To enter an address, enter the street number and the street name, and click “Search”. Leave the additional fields blank.

Fill

*Street No.: 10455

Start Fraction: Leave blank

Fill

*Street Name: armstrong

Leave blank

Street Type: --Select--

City: Leave blank

State: --Select--

*Zip: Leave blank

Search Clear

- 7) The pop-up window will display the street address and parcel number, which should already be selected. At the bottom of the window, select a property owner, and click “Select” to continue. Click “Continue Application” on the main screen.

Address Search Result List x

Addresses

Showing 1-1 of 1

Address	City	State	Zip
10455 ARMSTRONG ST, FAIRFAX VA 22030, 10455 ARMSTRONG ST	FAIRFAX	VA	22030

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
57 4 02 013 A			

Associated Owners

Showing 1-2 of 2

Name	Address
CITY OF FAIRFAX	10455 ARMSTRONG ST FAIRFAX VA 22030
CITY OF FAIRFAX	10455 ARMSTRONG ST FAIRFAX VA 22030

Select Cancel

- 8) On the next screen to assign an applicant, you can either select a contact already associated with your account or assign the role of applicant to another person. To select from your account, click “Select from Account”, select the contact you want to use from the pop-up window, follow prompts to complete contact information, and click “Continue”. If you want to add a new contact as applicant, click “New”, add required contact information, and click “Continue”. Click “Continue Application” to move to the next step.

THIS IMAGE IS NEW

Step 2: Applicant >

* indicates a required field.

Applicant

The applicant may be either the property owner or occupant/business owner with the owner's authorization. (The Compliance Affidavit form, signed by the owner, must be uploaded as part of this application at later step)

Click on "Select from Account" to use existing contacts in your account. Or click "Add New" to create additional contacts.

Select from Account

Add New

Save and resume later

Continue Application »

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Public User	Tommy Scibilia
<input type="radio"/> Associated Owner		CITY OF FAIRFAX
<input type="radio"/> Associated Owner		CITY OF FAIRFAX

Continue

Discard Changes

Contact Information

Please enter the required contact information (name, phone, email address) for the applicant or authorized agent for this project.

*Individual/Organization:
--Select--

*First: Middle: *Last:

*Name of Business:

*Primary Phone: Phone 2: Phone 3:

*E-mail:

▼ Contact Addresses

Add Additional Contact Mailing Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

- 9) Please see notes below to assist in filling out the “Application Detail” step. Click “Continue Application” at the bottom of the screen once all info is filled out to proceed.

Business Information

BUSINESS DETAILS

* Name of Business (as advertised):	What you would put on your website, for example
Name of Business (as incorporated):	LLC name, for example, optional field
* Name of Business Owner:	Person or entity
* Street Address of the Business:	City address
* Zip:	City zip code
* Area to be used for business (Sqft):	Area in square feet of home office, for example
* Proposed Use:	--Select--
* Description:	Description of business activities being performed at your residence.
* Business Email:	Email customers can reach you at
* Business Phone:	Phone number customers can reach you at
Business Website:	Website customers would access, optional field

Save and resume later

Continue Application »

- 10) You will need to submit the following item with this application type. Note this list is not exhaustive, and more or fewer items may be needed for staff to complete their review:

- [Minor Home Occupation Compliance Affidavit](#), which must be signed by the applicant and property owner or owner’s agent. This form is also linked on the “Attachments” step of the application.

Step 4: Attachments >

* indicates a required field.

Attachment

The following document(s) must be uploaded to complete this application:

- * Minor Home Occupation compliance affidavit (Please download [the compliance affidavit page](#) sign, obtain property owner signature and upload)

- 11) To upload Attachments, click “Add” at the bottom of the screen, click “Add” again in the pop-up window, select the documents for upload, and click “Continue”. Select the document type from the dropdown menu (note that certain document types are required to be selected in order to submit the application), enter a short description, and click “Save”. Click “Continue Application” to move to the next step.

Attachment

The following document(s) must be uploaded to complete this application:

- * Minor Home Occupation compliance affidavit (Please download [the compliance affidavit page](#), sign, obtain property owner signature and upload)

The maximum file size allowed is 400 MB. We accept PDF, Word documents, Jpeg and Tif documents only. We disallow executables, scripts and html files to be uploaded.

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.							

Add

Save and resume later

Continue Application »

File Upload

The maximum file size allowed is 400 MB. We accept PDF, Word documents, Jpeg only. We disallow executables, scripts and html files to be uploaded.

Continue

Add

Remove All

Cancel

File Upload

The maximum file size allowed is 400 MB. We accept PDF, Word documents, Jpeg only. We disallow executables, scripts and html files to be uploaded.

10455 Armstrong St Plat Sub 1.pdf	100%
Authorization Form.pdf	100%

Continue

Add

Remove All

Cancel

*Type:

Flat / Garage

File:

10455 Armstrong St Plat Sub 1.pdf

100%

*Description:

Flat

*Type:

Authorization Form (the same)

File:

Authorization Form.pdf

100%

*Description:

affidavit

Save

Add

Remove All

- 12) Carefully read the notes on the next screen before proceeding. Click “Continue Application” once complete.

Step 5: Notes >

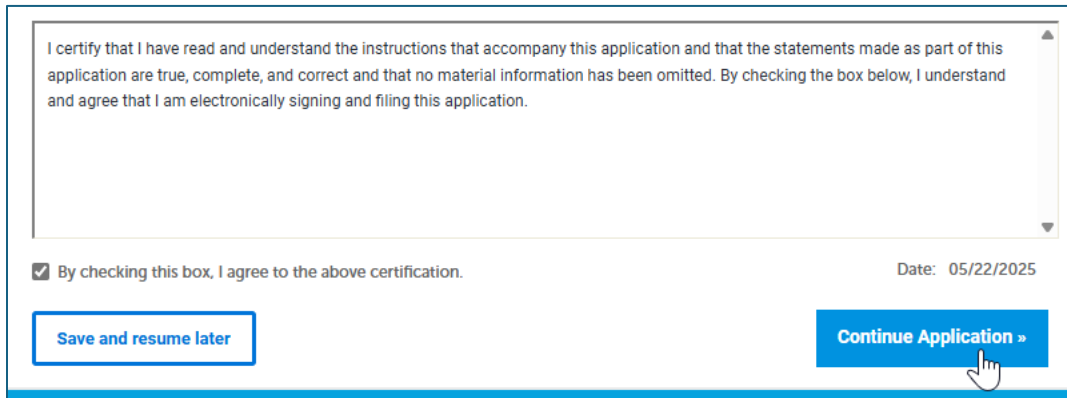
- Check with your homeowners' association to ensure that your MHO activities meet your association's covenants and guidelines. Click [here](#) to be redirected to the City Clerk's webpage for a list of associations.
- All Minor Home Occupation activity must occur within the principal residence (not allowed in detached garage, shed or other accessory structure).
- Proposed use for Home-based commercial kitchen requires licensing from the VA Department of Agriculture and Consumer Services.

* indicates a required field.

Save and resume later

Continue Application »

- 13) Review the summary page, agree to the certification at the bottom of the screen, and click “Continue Application” to proceed.



I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☒ By checking this box, I agree to the above certification.

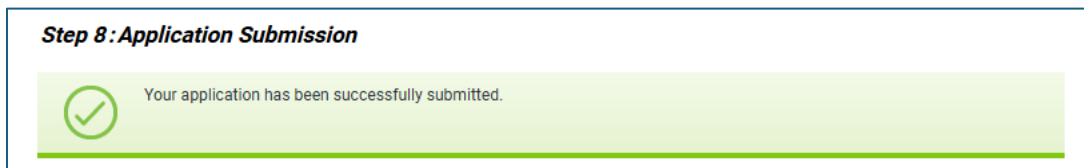
Date: 05/22/2025

[Save and resume later](#)


[Continue Application »](#)

- 14) Next you will be prompted to pay the review fee. Click “Continue to Payment” and follow the prompts to pay with either a credit card or bank information.

- 15) Once payment is complete, a permit record number will be provided (“PLN...”).



Step 8: Application Submission

 Your application has been successfully submitted.

Note: If the initial submission did not contain enough information for staff to assess your proposal, you will receive an email stating that the submission is incomplete, prompting you to resubmit with additional information or attachments.

- 16) You will get emails from the portal throughout the review process letting you know if there is any action that needs to be taken.
- 17) MHOs are currently being reviewed within 2 weeks of application acceptance.
- 18) If your application is deemed incomplete or if you are required to resubmit the application, please see separate guide: [How to Resubmit Applications](#).

End of section

Issuance

Once approved, you will receive an email that the MHO was forwarded to the Commissioner of the Revenue to ensure your business license is ready for issuance. Once all required documentation is received by the Commissioner of the Revenue and the business license fee is paid, you will be mailed a copy of your business license along with your MHO permit.

- For questions about applying for a business license, please contact the Office of the Commissioner of the Revenue by calling 703-385-7884 or emailing Revenue@fairfaxva.gov.

Note: You must have your business license in hand within 30 days of opening your business.

End of document