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

Updated 8/11/26

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
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See the accompanying process flowchart | Ver la guía en español

Apply

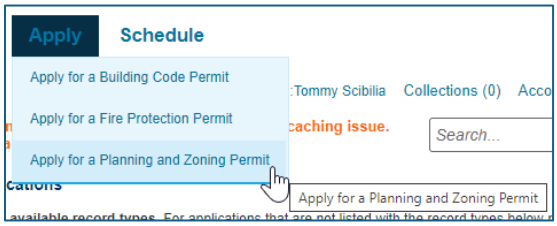
Follow the instructions below to apply for a **Minor Home Occupancy Permit (MHO)**.

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".



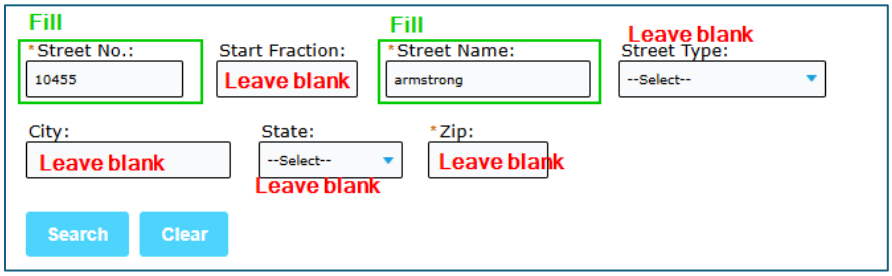
4) Read and accept the terms of the disclaimer.

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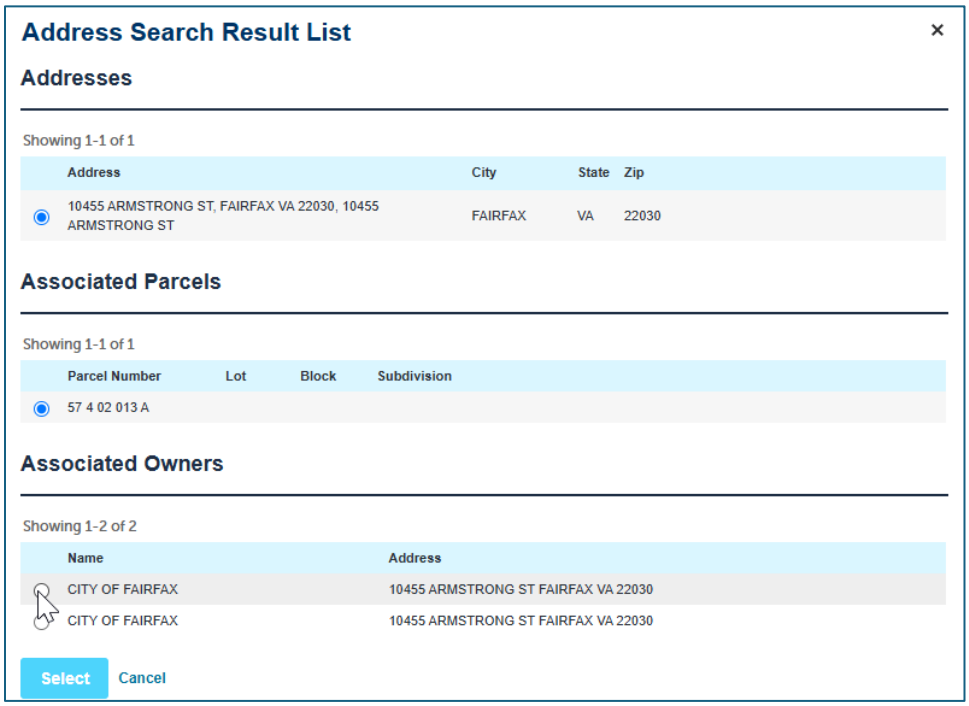
5) Under “Commercial & Residential Uses” select “Minor Home Occupation (MHO)”.



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.

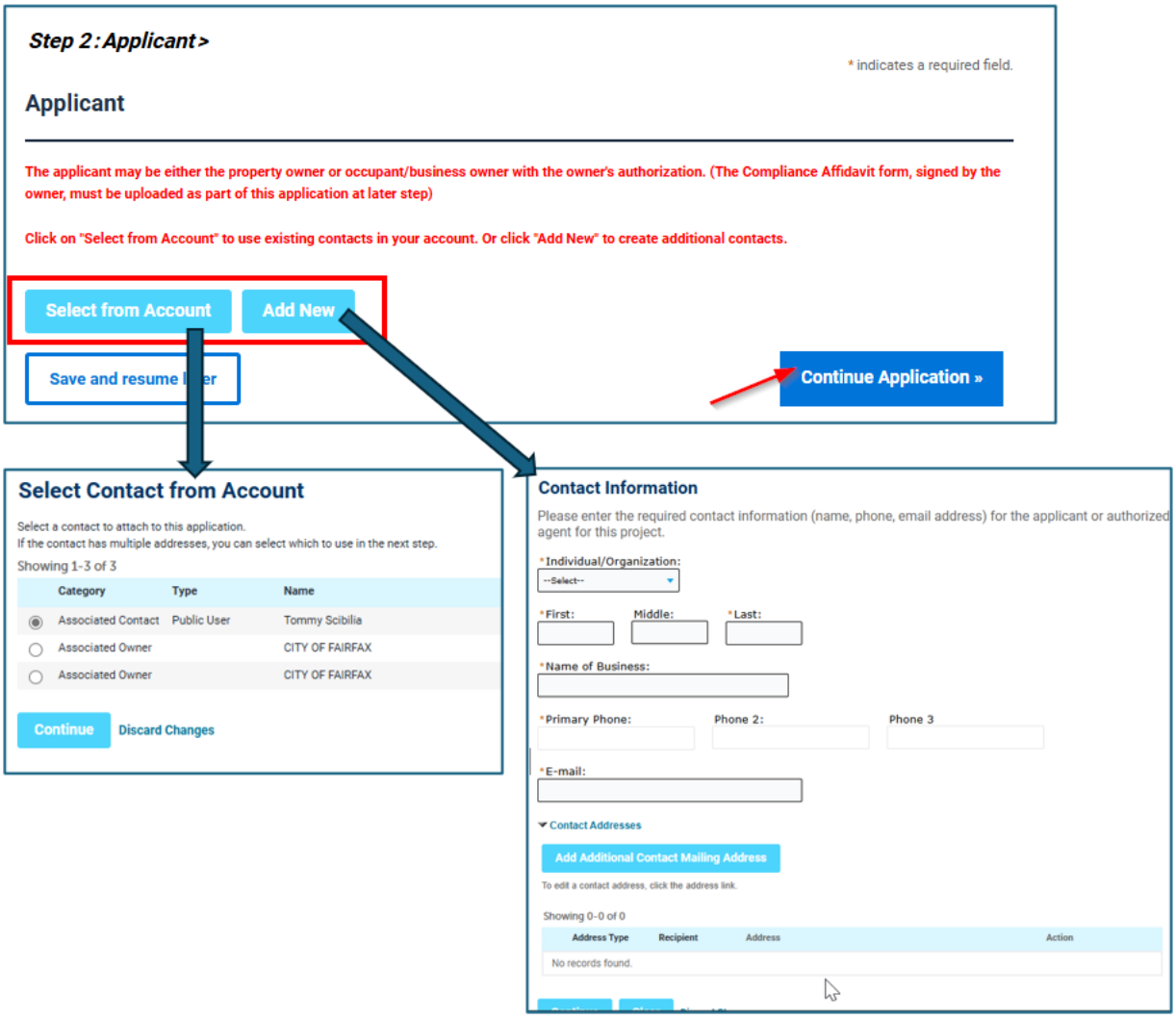


7) The pop-up window will display the street address and parcel number, which should already be selected. At the bottom of the window, select a property owner, and click “Select” to continue. Click “Continue Application” on the main screen.



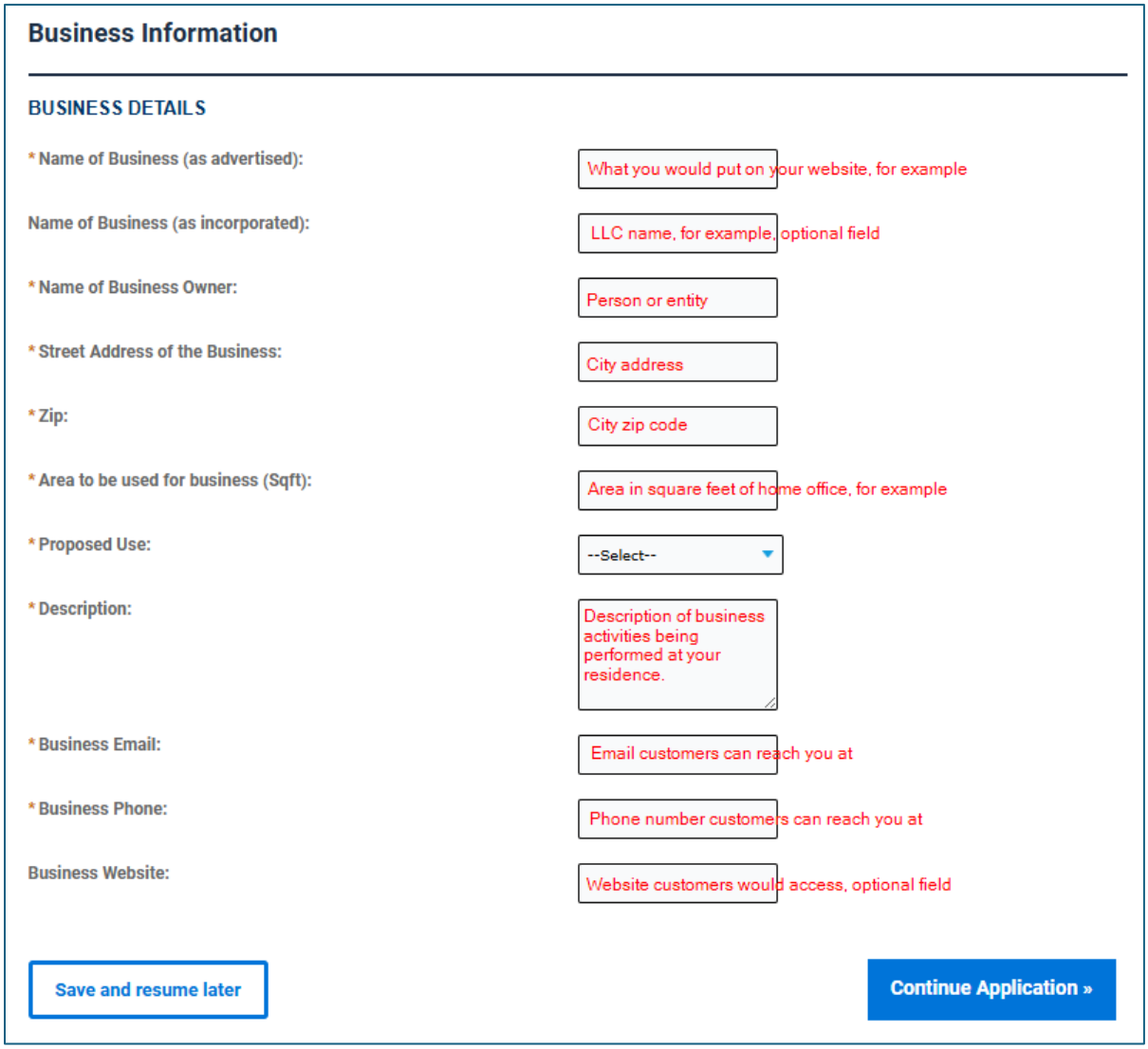
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8) On the next screen to assign an applicant, you can either select a contact already associated with your account or assign the role of applicant to another person. To select from your account, click “Select from Account”, select the contact you want 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.



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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.

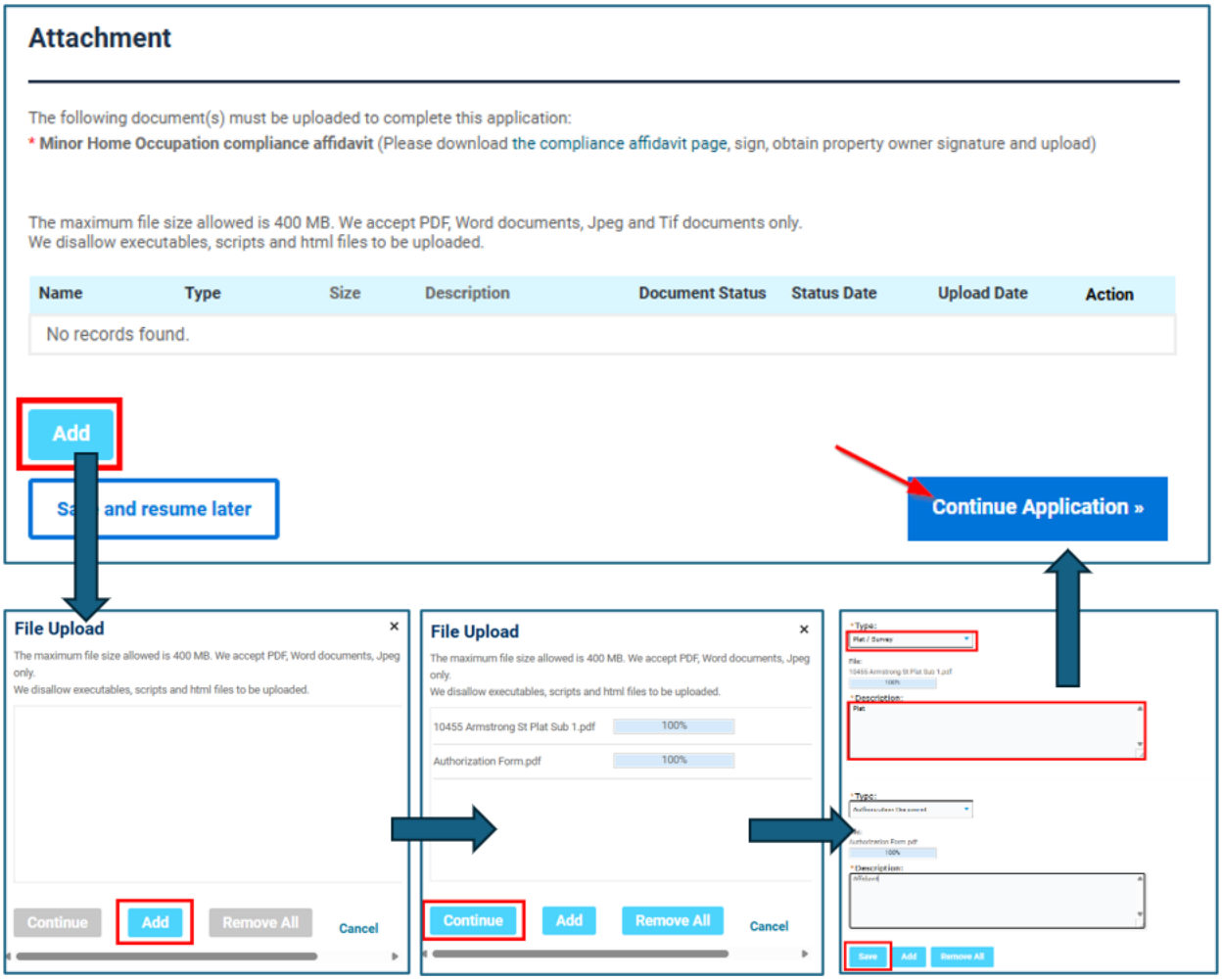


10) You will need to submit the following item with this application type. Note this list is not exhaustive, and more or fewer items may be needed for staff to complete their review:
    - Minor Home Occupation Compliance Affidavit, which must be signed by the applicant and property owner or owner’s agent. This form is also linked on the “Attachments” step of the application.

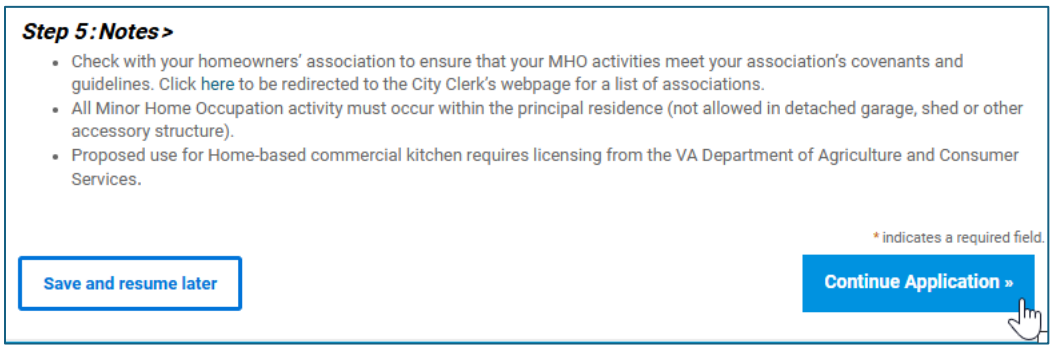


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11) To upload Attachments, click “Add” at the bottom of the screen, click “Add” again in the pop-up window, select the documents for upload, and click “Continue”. Select the document type from the dropdown menu (note that certain document types are 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.

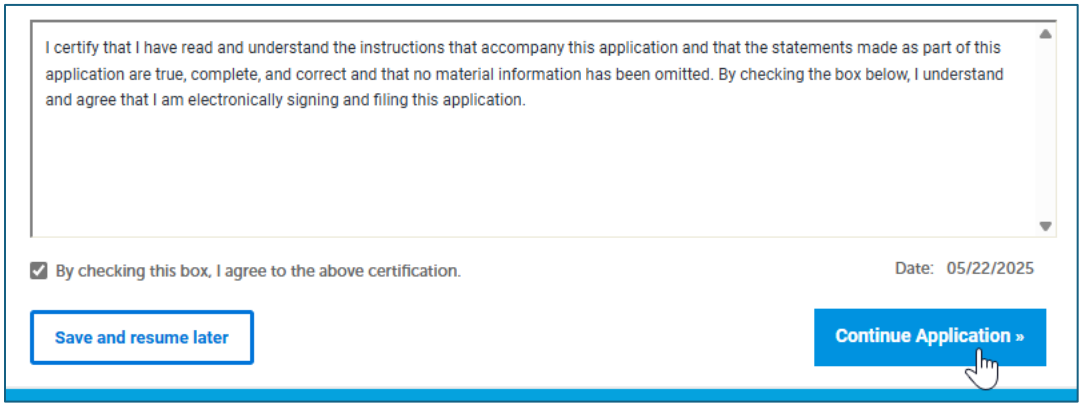


12) Carefully read the notes on the next screen before proceeding. Click “Continue Application” once complete.



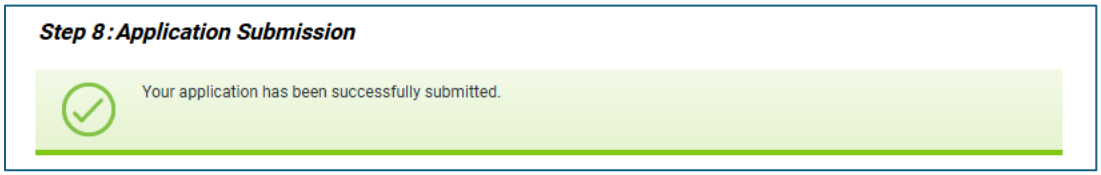
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13) Review the summary page, agree to the certification at the bottom of the screen, and click "Continue Application" to proceed.



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…").



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

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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.

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