



HOME SALES OFFICE

Pursuant to Section 32-300.07 of the Zoning Ordinance, a home sales office for the sale of new homes within the development shall be permitted until all new homes in the development are sold. In lieu of a home sales office, modular or mobile sales units shall be permitted only in accordance with the provisions of [Section 32-210.12](#) of the Prince William County Zoning Ordinance. However, a home sales office shall not be permitted in the A-1, Agricultural, Zoning District unless located in a legally platted subdivision containing ten or more lots.

To apply for zoning approval for a home sales office in a model home, modular or mobile sales unit, submit and provide the following to the Zoning Permitting Counters:

- Completed [Zoning Approval Application](#) form.
- Application fees in accordance to the current [Zoning Fee Schedule](#).
- Two (2) copies of the approved site/subdivision plan sheet showing (a) the sales office lot(s) located within the boundary of the project in which lots or units are to be sold, and (b) location of the off-street parking spaces showing compliance with the following:
 - The home sales office will provide one (1) off-street parking space per employee, plus two (2) spaces for customer parking.
 - **All off-street parking spaces shall be provided on-site (on the same lot the home sales office is located), except for temporary off-street parking for the home sales office** in a modular or mobile sales unit which may be provided on a lot without a principal structure abutting or adjacent to a modular/mobile sales office if minimum parking requirements cannot be met on the lot on which the modular/mobile office is located.
 - The requirements of section 32-250.10.3(b) for off-street parking and loading may be waived (except for required buffer areas) if the temporary off-street parking lot is intended to serve a mobile sales office on an adjoining lot.
- Two (2) copies of the building permit for the house to contain the model home, modular or mobile sales unit to contain the home sales office.
- Two (2) copies of the floor plan of the model home, modular or mobile sales unit indicating the office location.
- Other information may be required as determined by the Zoning Administrator.

To apply for occupancy permit, submit the following to Building Development Division:

- A copy of the issued Zoning Approval.
- Completed [Building Permit Application](#).
- Fees in accordance with the current [Building Development Fee Schedule](#).
- Other information may be required as determined by the Building Official.

For more information about a sales office in a model home, call 703-792-6830.