

Government of the District of Columbia

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

HOME OCCUPATION PERMIT APPLICATION Checklist

DCRA OFFICE OF THE ZONING ADMINISTRATOR
www.dkra.dc.gov

1. Applicant must submit a completed HOP application and pay the application fee.
2. If applicant is the tenant, submit a copy of the driver's license, non-driver identification card, or a utility bill (electricity, gas or water) to verify residency.
3. If the applicant is presently operating a business, attach to the application a copy of all existing HOPs; a drawing of the complete residence identifying the living areas, existing work area, and proposed work area. Provide the accurate square footage of the existing residence. This information can be obtained from the Office of Tax and Revenue located at 1101 4th Street SW or call (202)727-4TAX [4829].
4. If the business is a corporation, attach to the application a copy of the Articles of Incorporation, Listing of Corporate Officers, and Letter of Good Standing (obtainable from the Business License Center, Corporations Division on the second floor in this building, 1100 4th Street SW).
5. If the applicant classifies him/herself as a licensed professional, attach a photocopy of the license to practice in the District of Columbia. Examples of professions requiring professional licensure: Attorney, Medical Doctor, Dentist, Certified Public Accountant (CPA), Registered Nurse (RN), Funeral Director, Real Estate Sales, Architects.
6. The application will be reviewed by the Office of the Zoning Administrator (OZA) within ten business days and the OZA will notify the applicant of the status of the application.

*For further information, please visit

<http://dcra.dc.gov/DC/DCRA/Permits/Certificates+of+Occupancy+and+Zoning/Get+a+Home+Occupation+Permit> or call 202.442.4576

An expedited HOP (EHOP) is available for these Occupation Types, as part of the online business license process:

- Home office of a business person,
- Home office of a salesperson,
- Independent consultant, journalist, and writer,
- Typing, word processing or computing programming services,
- Telemarketing services

Follow this link: <https://cpms.dkra.dc.gov/OSUBI/Default.aspx>
(the EHOP is not issued apart from the online license process).

