

## Basic Guidelines

- Primary residential dwelling, in whole or in part, may be rented as a Homestay. Accessory structures may also be used as Homestay Rentals.
- You will need a Homestay Home Occupation Permit to operate a Homestay Rental business. The use must be registered with the Town on an annual basis.
- No more than one (1) Homestay use permitted per lot or parcel.
- You may not have any exterior signage on the property advertising it as a Homestay Rental property.
- No additional parking required if the entire principal dwelling is used as a Homestay. If basement or detached accessory structure utilized, a minimum of one (1) off-street parking space is required, but not more than two (2) spaces provided on the property.
- A maximum of six (6) guests are allowed at any one time, unless the maximum occupancy requirement of the Uniform Statewide Building Code is less.
- A maximum length of stay shall be less than one (1) 30-day period. Multiple interrupted stays at the same location may be permitted.

Thinking about listing  
your home on Airbnb  
or VRBO?

Before you do, make sure  
you know the Town of  
Leesburg's regulations  
regarding Homestay Rentals.



Homestay  
Rental Regulations:  
*a quick guide*



## How To Apply

1. Apply for a Homestay Home Occupation Permit at <https://lee.csqcloud.com/community-etrait/>.

You will need to provide:

- Local authorized agent contact information (if applicable)
- Signed property owner consent form
- Sketch plan of the property
- Homestay location (i.e. principal dwelling, basement or accessory dwelling)
- Number of rental bedrooms
- Payment of \$50.00 permit fee

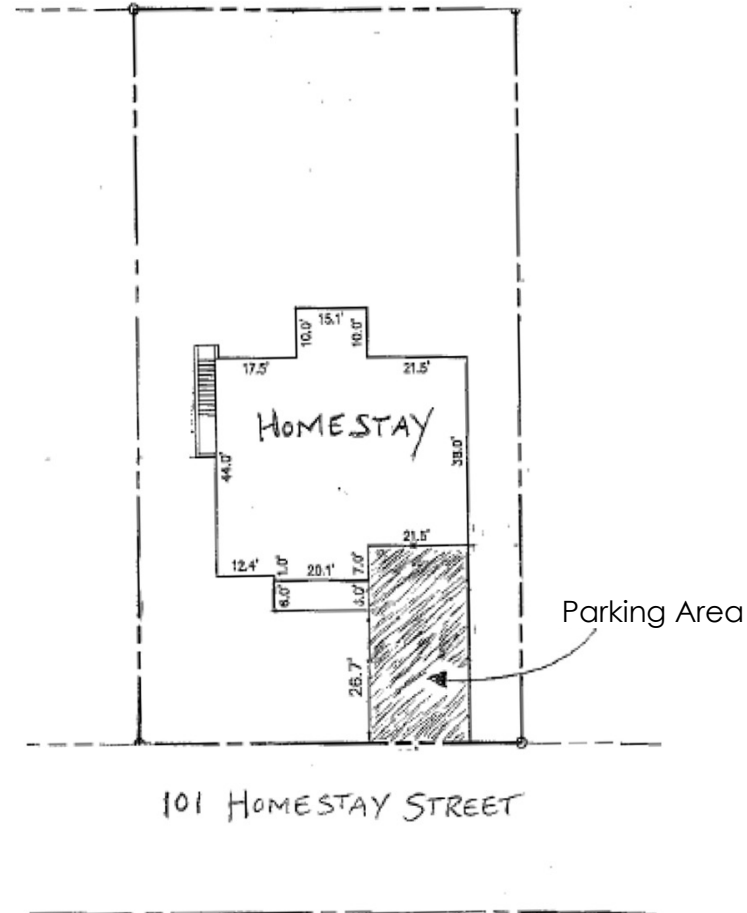
NOTE: You will need to re-register your Homestay Home Occupation permit in January each year or other such date during the calendar year in which such permit is issued.

2. Staff will review the Homestay Home Occupation request to confirm the requirements outlined in Section 9.3.11.3 of the Town Zoning Ordinance are met.
3. Prior to permit issuance, Town staff will contact you to schedule a pre-inspection of your property.
4. Once the zoning requirements are confirmed and pre-inspection completed, Staff will approve and issue the home occupation permit.
5. Contact the Town of Leesburg Business Tax Office (703-771-2723 or [bl@leesburgva.gov](mailto:bl@leesburgva.gov)) about applicable business fees and taxes.

## Sketch Plan Example

As part of your Homestay Home Occupation Permit application, you will need to submit a sketch plan of your property, showing the entire lot, the house on the lot, and the onsite parking area(s).

An example sketch plan is below.



## Need Assistance?

If you need assistance in applying for a Homestay Home Occupation Permit, please visit the town website at [www.leesburgva.gov/homestay](http://www.leesburgva.gov/homestay) or contact the Zoning Division staff at 703-771-2765 or [permitting@leesburgva.gov](mailto:permitting@leesburgva.gov).

