

ZONING CHECKLIST – HOME-BASED BUSINESS AND COTTAGE INDUSTRY FOR RESIDENTIAL PROPERTIES

Refer to Part 1, Section 2.18 of Zoning By-law 2020

Definitions and Business Types:

Home-Based Business

An office or personal service use, excluding a body-rub parlour, conducted from a residential dwelling unit by a person or persons residing in the dwelling unit, which is secondary to the primarily residential use of the dwelling.

Personal Services – Home-Based Businesses

Shall mean the provision of services involving the health, beauty, or grooming of a person or domestic pet, the maintenance of apparel, and may include but shall not be limited to catering, flower arrangement, business office, shoe repair, small appliance repair, personal instruction, and on-line ordering of merchandise to be sold and/or shipped off the premises.

Cottage Industry

An activity conducted as an accessory use within a single detached dwelling or in an addition to the dwelling or an accessory building not further than 30 m from the dwelling and serviced by the same private water and wastewater systems, performed by one or more residents of the household on the same property. A Cottage Industry may include such activities as dressmaking, upholstering, weaving, baking, ceramics, arts and crafts, and repairs of personal effects.

Zoning By-law 2020, Part 1, Section 2.18.1(f):

The following businesses are permitted in detached dwellings only:

- Music, Dance, or Singing activities
- Physical Fitness activities
- Medical or Health Care Office (must be licensed by the Province of Ontario)
- Aesthetician
- Hairstylist
- Complementary Health Care
- Pet Grooming (inside only)
- Pet Training (inside only)

Provide a description of the business being proposed:

Provide a separate detailed letter of use. Letter must be signed and dated by the operator of the business.

Employees

No one other than a resident of the dwelling may be employed or have their services retained in the operation of the business or industry, nor shall any person who is not a resident of the dwelling report to the dwelling for work assignment.

What is the number of employees?

Are any / all employees a resident of the dwelling?

Retail Sales

The retail sale of merchandise is not permitted except when the merchandise sold or offered for sale is ancillary to the permitted use. On-line sales are permitted provided that no direct customer sales or customer merchandise pick up is conducted on the site.

Will there be retail sales associated with the business?

If yes, include details in your letter of use.

Size and Location of Home-Based Business:

Zoning By-law 2020, Part 1, Section 2.18.1(c):

A Home-Based Business or Cottage Industry:

- Shall not be permitted within an attached garage.
- May be conducted within a dwelling unit from a basement or cellar.
- May be located on an above-grade level of a dwelling to a maximum 25% of the floor area above grade (excluding an attached garage).
- A Home-Based Business or Cottage Industry in an RA or RG Zone shall have a maximum floor area of 100 m² or 25% of the residential living area, whichever is less.

What is the property Zone? (Refer to Interactive Zoning Map)	
Is the business located in an attached garage?	
Is the business located in a detached accessory building?	
Is the business located in the basement or cellar of a dwelling?	
Is the business located on an above-grade floor level of a dwelling? (main floor, second floor, etc.)	

Sketch Plan for all Home-Based-Businesses:
Provide a sketch plan of the location of the business (e.g., the room or area the business will operate from). Provide full dimensions of the business area and calculate the total floor area of the business.
What is the total floor area of the business?

Additional Plans for Home-Based Businesses above grade:
Provide a sketch plan of all above-grade floor levels (main floor, second floor, etc.). Provide all exterior house dimensions. Calculate the total area measured to the outside of all outside walls or the centre of common walls, excluding any basement, cellar, garage, car port, unenclosed porch, or unenclosed veranda.
What is the total floor area of the dwelling?

Check to acknowledge all items below.

Class Sizes	✓
Where a business involves classes for teaching or instructional purposes, the maximum number of clients permitted at any one time shall be 3. For pet grooming and pet training, a maximum of 4 pets is permitted, including personal dogs and/or cats.	

Residential Character and Compatibility	✓
The residential appearance and character of the dwelling and property shall be maintained, and no exterior alteration shall be made to the dwelling which would indicate that any part of the premises is being used for any purpose other than that of a residential dwelling.	

Storage and Display	✓
Outdoor storage or display of merchandise, material or equipment is prohibited. Merchandise may be displayed within the dwelling provided it shall not be visible from outside the dwelling. Merchandise, material and equipment may be stored within an attached or detached garage or other accessory building provided it shall not be visible from outside the garage or accessory building.	

Nuisance	✓
No equipment or process shall be used which creates or becomes a public nuisance in regard to persistent noise, odour, fumes, vibration, glare, traffic or parking, nor shall it cause electrical interference or interference with telephone, television, radio or satellite equipment reception.	

I certify that:

1. The information contained in this schedule is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Business Operator's Signature: _____

Date: _____