

ZONING CHECKLIST – HOME OCCUPATION
Zoning By-law 09-2026

Provide a brief description of the business being proposed:

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Provide a separate detailed letter of use. Include the type of business, the services provided, and if the retail of products is offered. For medical or health care uses/services, confirmation of practitioner qualifications required.

Letter must be signed and dated by the operator of the business.

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

Employees

Persons employed by the **home occupation** business shall be limited to residents of the household from which the **home occupation** is conducted.

What is the number of employees?

Are any / all employees a resident of the dwelling?

Businesses Involving Classes

Where the business involves classes for teaching or instructional purposes, the maximum number of clients permitted at any one time shall be three.

Will classes be offered?

How many clients will be in the class at one time?

Pet Grooming or Training

For pet grooming and pet training, a maximum of four pets are permitted within a dwelling unit.

Will pet grooming or training be offered?

How many pets will be in the dwelling at one time?

Sketch Plan for all Home Occupations:

Provide a sketch plan of the business location (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 **Gross Floor Area** of the business?

Additional Plans for Home Occupations 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 gross floor area measured to the outside of all outside walls or the centre of common walls, excluding any basement, attached garage, or mechanical space. See definition for **Floor Area, Gross** on the next page.

What is the total **Gross Floor Area** of the dwelling?

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: _____

Part 4: Definitions

Accessory Use / Accessory: means a **use** of land, a **building**, or a **structure** that is naturally and normally incidental to, subordinate to, and exclusively devoted to the principal **use, building, or structure**, and located on the same **lot**.

Home Occupation: means an activity that provides a service as an **accessory use** within a **dwelling unit**. A **home day care** is considered a **home occupation**.

Floor Area, Gross: means the sum of the total horizontal area of each floor of a **building** measured from the exterior face of the exterior walls and the centre line of walls separating two **buildings** or uses but excluding the following areas: **motor vehicle parking areas**; bicycle **parking areas** located in a **parking structure**; loading areas; **basements**; **mechanical penthouses** and **floor area** used exclusively for mechanical or electrical systems serving the **building** (including mechanical shafts); elevator shafts; stairwells; and non-habitable attics.

Part 5: General Provisions

5.11 Home Occupation

A **home occupation** is permitted in all **dwelling units**, subject to the following regulations:

- a) The **gross floor area** of the **home occupation** must be less than 50% of the **gross floor area** dedicated to the **dwelling unit**.
- b) An integral **private garage** may be used for a **home occupation**, provided the minimum number of required **parking spaces** is maintained.
- c) Persons employed by the **home occupation** business shall be limited to residents of the household from which the **home occupation** is conducted.
- d) Where the business involves classes for teaching or instructional purposes, the maximum number of clients permitted at any one time shall be three.
- e) For pet grooming and pet training, a maximum of four pets are permitted within a **dwelling unit**.
- f) The following uses and activities are not permitted:
 - i) outside storage,
 - ii) outside manufacturing or processing activities,
 - iii) outside display and sales areas,
 - iv) automotive related uses,
 - v) small engine repair,
 - vi) **kennel**,
 - vii) **standard restaurant** and **take-out restaurant**,
 - viii) direct retail sales or customer merchandise pick up,
 - ix) **body-rub parlour**, and
 - x) nightclub.