



Home Based Business Information Sheet

Please note: This information may be shared with adjacent neighbours through the notification process or if the application is appealed. If there are items that you deem sensitive information, please notify the Development Officer upon application submission to further discuss the release of the information.

Contact Name and Phone/Email _____

Address: _____

1. Summary of Business

Please provide a description of the home business including all activities associated with the operation that will take place at the home, either inside or outside of the building:

2. Employees

i. How many employees work within the home, that do not live there? _____

3. Delivery of Good or Products

a. Does the business receive product deliveries at the home? Y/N

i. If Yes, how many are expected per week? _____

4. Client/Customer Visits at the Home

a. Do clients or customers visit the home for services, drop-offs, pickups etc.? Y/N

i. If yes, how many are expected per week? _____

ii. If yes, what is the range of the duration for the customer visit? _____

iii. Do you have a parking space available on the site, for the customer visit? Y/N

iv. If offering services to the customer, where in the home, will the services occur? (basement, den, garage etc.) _____

5. Business Vehicles or Trailers

a. Do you have business related vehicles that you park or store at the home? Y/N

i. If yes, for a vehicle, please list the make/model _____

ii. If yes for a trailer, please indicate the style (flat bed, enclosed, dump box etc.) and length (bumper to hitch) _____

iii. Do you have a parking space on the site, for the vehicle/trailer? Y/N

Parking location: _____



PLANNING & ECONOMIC DEVELOPMENT

6. Product/Materials Storage

a. Will there be storage at the home for products or materials related to the business? Y/N

i. If yes, please complete the table below:

Product or Material	Quantity	Method of Storage (i.e. open, containerized or sealed packaging):	Method of Disposal (land fill, use, eco station):	Hazardous Material
				Y/N
				Y/N
				Y/N
				Y/N

ii. Will there be any hazardous products or materials stored? Y/N

iii. Where are the products/materials stored (garage, shed, basement etc.?) _____

iv. How much space (sq. ft) is used to store the products or materials? _____

7. Business Activity

a. Will there be business activity within the garage or accessory development (shed etc.)? Y/N

Additional Information:

Land Use Bylaw Regulations for Home Based Businesses

- no exterior sign or advertisement shall be displayed;
- a sign displayed from inside the building is permitted to a maximum size of 46 cm x 13 cm;
- the outside yard shall not be used for business activity, or storage of material, equipment or products;
- pollution control shall be maintained as per Section 20.11 of the Land Use Bylaw;
- parking and pedestrian or vehicular traffic, in the opinion of the Development Officer, shall be characteristic of the District in which the business is located;
- the business shall not be a cause of inconvenience to adjacent landowners or tenants;
- the storage of dangerous or hazardous goods or materials for the business shall be at the discretion of the Development Authority.

NOTE: A permit may be cancelled by the Development Authority on 30 days' notice where the regulations of the Land Use Bylaw or the permit conditions have not been met. Once cancelled, the business may not be re-applied for on the same Parcel for the same or similar use for a period of six (6) months from the date of cancellation.