



PDE - 3030 - 07

Department of Planning, Development and Engineering

HOME OCCUPATION CHECKLIST

DESCRIPTION

SECTION 1

The following checklist outlines all of the information necessary to be provided with your Home Occupation Application. **Home Occupation** is defined as a secondary use of a dwelling unit and/or its accessory buildings by at least one of the residents of such dwelling unit to conduct a gainful occupation or business activity. A separate application, fee(s), and drawings must be submitted for any development requiring a Building Permit.

APPLICATION AND FEE

SECTION 2

Completed By Applicant	Office Use Only
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Application with property owner's signature and the proposed zone.

Application fee. (Please see following link for fee schedule:

<http://www.stjohns.ca/living-st-johns/city-services/planning-and-development/fee-schedule>)

FLOOR PLAN AND ZONE

SECTION 3

Floor plan sketch (216 mm x 279 mm) which demonstrates that the business occupies not more than 25% of the floor area of the dwelling unit or 45 m², whichever is less.

If located in an accessory building and/or dwelling unit in the Rural (R) Zone, the Rural Residential (RR) Zone, the Rural Residential Infill (RRI) Zone, the Agricultural (A) Zone, or the Forestry (F) Zone, the maximum allowable floor space that a Home Occupation may occupy is 80 m² or the maximum allowable size of an accessory building allowed under Section 8.3.6 of the St. John's Development Regulations, whichever is less. The accessory building must meet the requirements of Section 8.3.6 of the St. John's Development Regulations, and the accessory building shall be located on the same lot as the dwelling unit.

BUSINESS DESCRIPTION MUST INCLUDE (IF APPLICABLE):

SECTION 4

Description of business.

Hours of operation.

Total number of clients/students per session.

Frequency of clients (e.g. two clients per hour; 6 students per 1.5 hour; by appointment only, etc.).

Time between classes / clients and frequency (e.g. 10 minutes between each class; 3 classes per day; etc.).

Parking available on site for the business (total non-stacked parking spaces minus one parking space per dwelling unit (e.g. If you have three parking spaces and the dwelling contains two units, there would be one space available for the business).

Sample menu.

Please mail completed form to:

Department of Planning, Development and Engineering
City of St. John's
P.O. Box 908
St. John's, NL A1C 5M2

For more information, please call: 576-6192