



PDE - 3030 - 08

Department of Planning, Development and Engineering

## HOME OFFICE CHECKLIST

**DESCRIPTION**

**SECTION 1**

The following checklist outlines all of the information necessary to be provided with your Home Office Application. A **Home Office** is defined as a secondary use of a dwelling unit by at least one of the residents of such dwelling unit to conduct a gainful occupation or business activity with such occupation or business activity being restricted to office uses which do not involve visitation of clients to the site and employment of non-residents. 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

Application with property owner's signature and description of business.

Application fee. (Please see following link for fee schedule:  
<http://www.stjohs.ca/living-st-johs/city-services/planning-and-development/fee-schedule>)

**OTHER**

**SECTION 3**

Office-use only, no passing trade, no clients on site.

Floor plan sketch (216 mm x 279 mm) which demonstrates that the office occupies not more than 20 m<sup>2</sup> (square metres) of floor area of the dwelling unit.

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
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