

ST. JOHN'S	PERS – Home Occupation Checklist	Planning, Engineering, & Regulatory Services
	Home Occupation Checklist	
Description		SECTION 1
<p><b>HOME OCCUPATION</b> means a secondary use of a Dwelling Unit and/or Accessory Building by at least one of the residents of the Dwelling to operate a gainful occupation or business activity.</p> <p>A Home Occupation may not have: exterior open storage or display of goods, materials, or equipment; wholesale, sale or retail sale of goods; require external modifications to the Dwelling and does not require the floor area of the Dwelling to be increased; or include activities which are hazardous or cause a significant increase in traffic, noise, odor, dust, fumes, lighting or other nuisance or inconvenience to occupants of nearby residences. If your proposal includes any of these items, you can not be considered as a Home Occupation.</p> <p>For more information please see Section 6.18 of the Envision St. John's Development Regulations.</p>		
To Be Submitted:		SECTION 2
<p>Planning/Development Application Form</p> <p>Application fee: Discretionary Use (Planning and Development Fee Schedule)</p> <p>Survey – written description and plot plan showing all existing easements, encroachments, and Buildings (NAD 83 Coordinates).</p> <p>Floor plan which shows where the Home Occupation is located (please note that the Home Occupation should not exceed 25% of the Floor Area of the Dwelling or 45m<sup>2</sup> (square meters), whichever is less. Dimensions of both the Dwelling and Home Occupations must be shown.</p> <p>Home Occupation Checklist</p>		
Checklist		SECTION 3
<p>Is the Home Occupation located in the Dwelling Unit?:      Yes      No</p> <p>Is the Home Occupation located in the Accessory Building?:      Yes      No</p> <ul style="list-style-type: none"> <li>Please note – the Home Occupation is only allowed in an Accessory Building if the property is zoned Rural, Rural Residential, Rural Residential Infill, Agriculture, or Forestry. See size requirements for an Accessory Building under Section 6.2 of the Envision St. John's Development Regulations</li> </ul> <p>What is the floor area of the proposed Home Occupation (square meters)? _____</p> <p>Is the Home Occupation operated by a resident of the property?:      Yes      No</p>		

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Checklist Continued		<b>SECTION 3</b>
<p>Are there additional employees who do not live at the property?:      Yes      No</p> <p>    • If yes, how many? _____</p> <p>Will there be clients visiting the Home Occupation?:      Yes      No</p> <p>    • If yes: Number of vehicles per day? _____</p> <p style="padding-left: 100px;">Number of vehicles at the same time? _____</p> <p>Do you have off street parking?:      Yes      No</p> <p>    • If yes, how many excess parking spaces are available, which are not used for vehicles of property residents? _____</p> <p>    • Show the parking spaces available for the Home Occupation clients/staff on a site plan.</p> <p>What are the proposed days and hours of operation of the Home Occupation? _____</p> <p>Is there a sign proposed for the Home Occupation?:      Yes      No</p> <p>    • Identify size and type of sign, which must meet the requirements of Section 6.18. and the City of St. John's Sign By-Law (Note: a separate permit may be required)</p> <p style="padding-left: 100px;">_____</p>		
Applicant Signature		<b>SECTION 4</b>
<p>By signing this checklist, you acknowledge that the information provided is accurate.</p> <p>Signature _____      Date _____</p>		
Please submit completed form to:	Inspection Services 3 <sup>rd</sup> Floor Annex 10 New Gower Street P.O. Box 908 St. John's, NL A1C 5M2	Email: <a href="mailto:permits@stjohns.ca">permits@stjohns.ca</a> Fax: 709-576-8160 Call: 709-576-8565