

Description	SECTION 1
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HOME OFFICE means a secondary use of a Dwelling Unit by at least one of the residents to conduct a business activity, which is restricted to office uses that do not involve the visitation of clients to the site and employment of non-residents.

A Home Office 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; 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; or signage. If you have any of these items, you can not be considered as a Home Office.

For more information please see Section 7.9 of the St. John's Development Regulations.

To Be Submitted:	SECTION 2
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Planning/Development Application Form

Application fee General Application (Planning and Development Fee Schedule)

Survey: written description and Plot Plan showing all existing easements, encroachments, and Buildings.

Floor plan which shows where the Home Office is located in the Dwelling (Please note that the Home Office should not exceed 20m² (square meters) in size).

Home Office Checklist

Checklist	SECTION 3
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Is the Home Office located in the Dwelling? Yes No

If the Home Office operated by a resident of the Dwelling? Yes No

Will there be clients visiting the property? Yes No

- If yes, refer to Home Occupation Checklist

Are there other employees who do not live in the Dwelling? Yes No

- If yes, refer to Home Occupation Checklist

What is the floor area of the proposed for the Home Office (square meters): _____

PERS – Home Office Checklist	Planning, Engineering & Regulatory Services	
Checklist Continued		SECTION 3
<p>What are the proposed hours of operation of the Home Office: _____</p> <p>No change in the type, class or extent of the Home Occupation shall be permitted without the approval of the City.</p>		
Applicant Signature		SECTION 4
<p>By signing this checklist, you verify that the information provided is accurate.</p> <p>Signature _____ Date _____</p>		
Privacy Statement		SECTION 5
<p>Collection of Personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your Home Office Application. Questions about the collection and use of the information may be directed to the Supervisor of Planning and Development by email: planning@stjohns.ca or by phone 709-576-8220.</p>		
Please submit completed form to:	Inspection Services 3 rd Floor Annex 10 New Gower Street P.O. Box 908 St. John's, NL A1C 5M2	Email: permits@stjohns.ca Fax: 709-576-8160 Call: 709-576-8565