

# Home Occupations

CITY OF MOOSE JAW



Home Occupations are small scale businesses that operate out of a home in a residential neighbourhood. Home Occupations are intended to foster economic growth in the City by accommodating small/family business enterprises.

Applications for Home Occupations are submitted through Customer Services along with a Business License Application and should include any supporting material. Information and Application Forms are available from Finance Department (Main Floor, City Hall) or online at [www.moosejaw.ca](http://www.moosejaw.ca) and search Business License.

The review process for Home Occupation applications may take a minimum of 2 weeks. In order to operate your business, you will require a City of Moose Jaw Business License.

The Application will be reviewed to ensure compliance with the Zoning Bylaw and may be circulated to other departments and agencies for their comments.

Planning & Development Services will notify you if your application is refused. If the Application is approved, a Business License will be mailed to you.

## **General Regulations (Sections 4.14 & 11.25 of the Zoning Bylaw and Licensing Bylaw)**

- a. Home Occupations must meet the approval requirements of all other governmental agencies, and comply with all City Bylaws;
- b. A current and valid City Business License must be applied for and obtained;
- c. A Home Occupation is only permitted in accordance with the details and descriptions submitted in the Application for City Business License, and approved by the City of Moose Jaw including any conditions thereof, including these regulations. Any changes in conduct or operation of a home-based business shall be approved by the City of Moose Jaw in writing;
- d. No more than one non-resident person shall be employed and work on-site where a Home Occupation has been approved;
- e. No more than 20% of the gross floor area of the dwelling, including the area of the basement and any attached garage, up to a maximum of 40m<sup>2</sup>, may be occupied by a Home Occupation;
- f. An attached garage or detached accessory building may be occupied by Home Occupations, provided that the total area devoted to home based businesses does not exceed 40m<sup>2</sup> on the site and that no required parking spaces associated with the principal use are occupied by Home Occupations;
- g. There shall be no exterior activity or storage on the site in relation to the home based business, and no exterior alterations shall be permitted that are not consistent with the residential character of the building and property; NOTE: Utility Trailers are considered exterior storage and are not permitted unless they are stored within a garage, or at an approved off-site location;
- h. On-site sale of any products, goods or merchandise is prohibited;
- i. One paved off-street parking space is required for a non-resident employee and at least one off-street parking space is required for the principal dwelling. Additional off-street parking spaces may be required, where in the opinion of the Development Officer, due to the nature of the business or the site, the provision of parking is necessary to maintain the residential character of the area;
- j. No more than one business related vehicle may be stored on or in the vicinity of the residence of an approved Home Occupation; such vehicle shall have a gross weight of no more than 8,000 kg and a total length of no more than 6m;
- k. Regardless of the number of Home Occupations that may be located on any one site, a total of no more than 8 client or business related visits per day and no more than 40 client or business related visits per week shall be made to Home Occupations on any one site;
- l. No deliveries of merchandise, goods or equipment shall be made to the businesses by a vehicle with a gross weight of more than 8,000 kg, or by a vehicle with a total length of more than 6m;

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- m. A total of no more than 2.0 cubic metres of storage may be permitted within a dwelling on any one site, and total of no more than 4.0 cubic metres of storage may be permitted within an attached or detached accessory building in relation to Home Occupations. No storage of hazardous, explosive or flammable materials shall be permitted in relation to a Home Occupation;
- n. An approved home based business may serve as the administrative headquarters for up to two associates or partners who may be permitted to work from their own dwelling provided they obtain separate home based business approvals, and that they are present at the administrative headquarters no more than two hours in any one week period;
- o. With the exception of personal business cards or stationery, advertising which carries the address of the premises used for the Home Occupation is strictly prohibited;
- p. The maximum size of signage permitted on sites containing Home Occupations or Residential Offices shall not be greater than .2 square metres and must be mounted flush with the dwelling;
- q. The applicant for a Home Occupation must live in the dwelling that the application is for;
- r. Home based businesses shall not utilize any commercial or industrial machinery;
- s. Home based businesses shall not create any noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste, electrical, television or radio interference detectable beyond the building or unit containing the Home Occupation;
- t. Approval for a Home Occupation may be revoked at any time if it is found to be in violation of any applicable regulations, and any other penalties allowed by the City of Moose Jaw Bylaws may be applied.



## Prohibited Home Occupations

Without limiting the authority of the Development Officer to deny applications for other types of Home Occupations which do not meet the requirements of the Bylaw or any other City of Moose Jaw Bylaw, or would be more appropriately located in industrial or commercial zoning districts, the following uses are prohibited as Home Occupations, whether or not applications for such uses would otherwise comply with the applicable standards of these Bylaws:

1. Tattoo or body modification services;
2. Laundry services;
3. Veterinary services, boarding or care of animals (**Bylaw 5383, s.1, 2011**);
4. Photographic or video studio involving adult or sexually oriented subject material;
5. Sharpening services, printing, screen printing, dying services, food packaging, upholstery, engraving and embroidery services that require the use of commercial or industrial equipment;
6. Hotels and hospitals;
7. Painting, repairing, refitting, cleaning, detailing, refurbishing, storage, salvaging, selling or renting of motor vehicles, boats, trailers, engines or machinery;
8. Industrial uses, including but not limited to welding, metal works, salvaging, recycling, warehousing, cabinet making or furniture making;
9. Businesses utilizing large power tools and machinery or requiring external venting, vacuums, blowers or exhaust ports;
10. Any business utilizing radio transmission equipment;
11. On-site sale of any products, goods or merchandise;
12. Restaurants, take-out food services, and drinking establishments;
13. The sale, storage or service of firearms, fireworks or ammunition; and
14. Any use that creates noise, vibrations, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste, electrical, television or radio interference detectable by sensory perception or by scientific instruments, at or beyond the boundaries of the building, or beyond the unit walls within a multiple unit dwelling containing the Home Occupation.

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