

FORM NO. 1
City of Moose Jaw Zoning Bylaw No. 5346

COMPLETE & RETURN TO
FINANCE DEPARTMENT
MAIN FLOOR: CITY HALL
ATTN: LICENSING

Home Occupation Application Form

Please complete all questions on this application form. Failure to do so may result in delays in processing the application.

Applicant Name _____
Business Name _____
Mailing Address _____
Home Telephone Number _____ Business Telephone Number _____

Home Occupation
1. Proposed Occupation _____

2. Civic Address of Home Occupation _____

2a. What is the total floor area of the dwelling unit where the home occupation would operate _____

Type of Goods and/or Services
3. By using the questions below, provide a detailed description of the proposed home occupation operation. Please describe the proposed operation as completely as possible, and use additional sheets if necessary.
(a) What services and/or goods will be provided or produced?

Provisions of Goods and/or Services
(b) In what manner will your client receive your services (eg. Telephone, mail, etc.)?

Special Equipment
(c) Will any special equipment be required to undertake the home occupation?

Storage
(d) If you will have any materials, supplies (other than normal office supplies), and products related to your proposed home occupation, describe, how, where and what quantity these materials, supplies and products will be stored.

Delivery (e) If you will have any materials, supplies (other than normal office supplies), and products related to your proposed home occupation, describe how, where, and in what quantity these materials, supplies and products will be delivered.

Floor Area 4. Which room(s) will be used to conduct the home occupation and what is the approximate floor area of this space?

Alterations 5. Describe any exterior or interior alterations to be made to the dwelling in connection with the proposed home occupation.

Customers 6. Will you have client or customers coming to your residence? Yes No

If yes, approximately how many would be coming per day? _____

If yes, approximately how many would be at your residence at one time? _____

Parking 7. While at your residence, where would your client park their vehicles?

Employees 8. Will you be the sole owner and operator of this operation? Yes No

If no, provide the name and address of any other partner(s) or employee(s) and described their role in the operation, what work they do and where they perform their work.

Hours 9. What will the days and hours of the operation be and is it a full-time or part-time job?

I hereby certify that all of the above statements contained within this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act (Canada).

If I am approved for a home occupation discretionary use, I agree to conduct this home occupation according to the regulations contained in the City of Moose Jaw Zoning Bylaw No. 3000 which are annexed hereto.

Date of Application

Signature of Applicant

Return this completed application to: **Finance Department**
Main Floor
228 Main Street North
Moose Jaw, Saskatchewan
S6H 3J8

****Applications are reviewed and approved by the Engineering department; for information on the status of your application please contact (306)694-4448****

OFFICE USE ONLY				
Application No.:	_____	Business No.:	_____	
Zoning District:		_____	Neighbourhood:	_____
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Comments: _____		
Reviewed by:	_____			

4.14 HOME OCCUPATIONS

4.14.1 All uses will be permitted as a Home Occupation provided:

- a. They are not considered a prohibited use as described in subsection 2.
- b. They meet the development standards for Home Occupations contained in subsection (3);
- c. They meet the approved requirements of all other governmental agencies; and
- d. They meet the purpose and intent of Home Occupations as defined in the Official Community Plan

4.14.2 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 this Bylaw:

- a. Tattoo or body modification services;
- b. Laundry services;
- c. Veterinary services, boarding, grooming or care of animals;
- d. Photographic or video studio involving adult or sexually oriented subject material;
- e. Sharpening services, printing, screen printing, dying services, food packaging, upholstery, engraving and embroidery services that require the use of commercial or industrial equipment;
- f. Hotels and hospitals;
- g. The painting, repairing, refitting, cleaning, detailing, refurbishing, storage, salvaging, selling or renting of motor vehicles, boats, trailers, engines or machinery;
- h. Industrial uses, including but not limited to welding, metal works, salvaging, recycling, warehousing, cabinet making or furniture making;
- i. Businesses utilizing large power tools and machinery or requiring external venting, vacuums, blowers or exhaust ports;
- j. Any business utilizing radio transmission equipment;

- k. On-site sale of any products, goods or merchandise;
- l. Restaurants, take-out food services, and drinking establishments;
- m. The sale, storage or service of firearms, fireworks or ammunition;
- n. Any use that creates noise, vibration, 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.

4.14.3 The following development standards shall apply to all Home Occupations:

- a. No more than one non-resident person shall be employed in relation to the Home Occupation on any one site;
- b. Home Occupations shall be conducted entirely indoors, and 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 40m², may be occupied by a Home Occupation;
- c. An attached garage or detached accessory building may be occupation by Home Occupations, provided that the total area devoted to home based businesses does not exceed 40 m² on the site, and that no required parking spaces associated with the principal use are occupied by Home Occupations;
- d. There shall be no exterior 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;
- e. One paved off-street parking space shall be required for a non-resident employee and at least one off-street parking space shall be required for the principal dwelling. Required parking may be located in a required front yard. Tandem parking spaces may be permitted. 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. The siting and screening of all required parking spaces shall be undertaken to the satisfaction of the Development Officer;
- f. No more than one business related vehicle with a gross vehicle weight of no more than 8,000 kg and a total length of no more than 6.0 metres may be stored on or in the vicinity of the site;

- g. 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;
- h. No deliveries of merchandise, goods or equipment shall be made to the businesses by a vehicle with a total length of more than 6.0 metres;
- i. A total of no more than 2.0 cubic metres of storage may be permitted within a dwelling on any one site, and a 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;
- j. 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 approval, and that they are present at the administrative headquarters for no more than two hours in any one week period.