

## SUBMITTING YOUR APPLICATION

In addition to the Building Permit Application Form, applicants are asked to submit a letter summarizing the proposed Home Occupation. A copy of this letter will be included in the notices that are mailed out to surrounding property owners.

Your application and letter should include the answers to the following questions:

1. What will be the nature of the business?
2. In what type of dwelling do you live? (single family or duplex)
3. Is your property currently being used for any other uses besides a dwelling?
4. How many employees will you have? (owner included)
5. What is the total floor area of your dwelling? What is the floor area that will be used for the business?
6. How many parking spaces do you have?
7. What are the proposed days and hours of operation?
8. Will clients/customers visit your home? If yes, how many visits per hour or day are anticipated?
9. Will you be making any changes to the exterior of your dwelling to accommodate the business?

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## City of Charlottetown

## Home Occupations



City of Charlottetown  
Planning Department

## HOME OCCUPATIONS

A Home Occupation is a business that is conducted in a portion of a residential home for pursuits that are compatible with a domestic household.

### REQUIREMENTS

Home Occupations are a conditional permitted use within the residential zones in the City, and every Home Occupation is subject to the requirements of the Zoning & Development By-Law (Section 4.18).

*Some* of these requirements include:

1. The dwelling in which the Home Occupation is to be located, may not be comprised of more than two dwelling units.
2. The proprietor(s) of the Home Occupation shall be the owner (or lesser) of the dwelling and shall live in the dwelling.
3. There shall be a maximum of one full-time employee or two part-time employees, other than the proprietor.
4. The total floor area shall not exceed 25% of the gross floor area of the dwelling; or, 46.5 sq. m (500 sq. ft.) whichever is the lesser.
5. No Home Occupation shall be permitted unless one additional off-street parking space is provided in addition to that required by the applicable residential zone.
6. There shall be no external storage of materials or containers, and no outdoor animal enclosures.
7. No more than one commercial vehicle that is part of the Home Occupation shall be parked or stored on the lot.
8. The Home Occupation shall not generate on or off-site electrical interference, dust, noise, smoke, fire or safety hazard, excessive numbers of vehicles or customer, client, patient or supplier visits, or any nuisances not normally associated with a residential dwelling.
9. There shall be no change to the property which would indicate that a Home Occupation is being conducted therein, except for one non-illuminated sign which shall not exceed 0.45 sq. m (4.8 sq. ft.) in size
10. The following list are *some* examples of uses that are not permitted as Home Occupations:
  - automobile body shop, service station or repair shop
  - adult entertainment
  - welding shop
  - amusement arcade
  - restaurant
  - taxi stand
  - convenience store
  - kennel service
  - retail store or sales office
  - gun shop sales and service

## APPLICATION PROCESS

Prior to commencing operation of a home occupation, the proprietor(s) are required to obtain a Building Permit.

Before the Development Officer may grant this permit, written notices explaining the proposed intent of the Home Occupation are sent to all property owners within 100m of the subject property. Where the applicant has provided a letter outlining the details of the proposed Home Occupation with their permit application, a copy of this letter will be included in the written notices. A public notice of the Home Occupation application is also printed in the newspaper on at least two occasions.

Where objections to the application are received, the application will be presented to Council, who may direct the Development Officer to issue or not issue the Home Occupation permit.

Once a building permit has been approved and after the completion of any alterations or renovations, the proprietor(s) are required to obtain an Occupancy Permit which usually involves an inspection from the Building Inspector and/or Fire Inspector

A permit for a Home Occupation may be granted for a period of one year, after which time it may be automatically renewed, or Council may determine that due to complaints received, the permit may be suspended, canceled or have additional requirements as prescribed in a Development Agreement.