

**CITY OF SARNIA**  
**Planning & Building Department**  
 Telephone: (519) 332-0330  
 Fax: (519) 332-0776  
 email: [planning@sarnia.ca](mailto:planning@sarnia.ca)



255 North Christina Street  
 P.O. Box 3018  
 Sarnia, Ontario  
 N7T 7N2

**Application for a Permit For a Residential Home Occupation**

*Note: (1) Application Fee is \$85.95  
 (2) For definitions and regulations please refer to the information sheet*

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
 Postal Code \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**1. Type of Home Occupation**      Check One

- a) office
- b) consulting room
- c) workroom
- d) studio
- e) other

Please provide a brief description of proposed home occupation:  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Building Information**

- a) Type of Dwelling:
- single detached dwelling
  - semi-detached/duplex dwelling
  - townhouse
  - apartment
  - other (specify)
- \_\_\_\_\_

- b) Location of proposed Home Occupation:
- basement \_\_\_\_\_
  - 1<sup>st</sup> floor \_\_\_\_\_
  - 2<sup>nd</sup> floor \_\_\_\_\_
  - accessory building \_\_\_\_\_
  - other (specify) \_\_\_\_\_

c) Total Floor Area of Dwelling and Accessory Buildings \_\_\_\_\_

d) Total Floor Area to be Occupied by Proposed Home Occupation \_\_\_\_\_

e) Proposed Hours of Operation of Home Occupation \_\_\_\_\_

**3. Ownership of Residence**

a) Do you own the dwelling in which the Home Occupation will be conducted?

Yes  No

b) *If the answer to a) is **NO**, please have the owner or manager sign below.*

*I have no objection to the operation of a Home Occupation, as described in "item 1" above, by*

\_\_\_\_\_ Signed \_\_\_\_\_  
*Name of Tenant Owner/Manager of Property*

**4. Nature of Home Occupation**

Please answer all of the following questions:

a) Will this home occupation be conducted only by an occupant or occupants of the dwelling unit plus a maximum of 1 on-premises employee or volunteer?

Yes  No

If NO, specify \_\_\_\_\_

\_\_\_\_\_

b) Will there be any external alteration to the dwelling which will change the character of the dwelling unit as a private residence?

Yes  No

If YES, specify \_\_\_\_\_

\_\_\_\_\_

c) Will there be any exterior advertising of the home occupation or display of goods or merchandise visible from the outside which provides evidence of the use conducted therein other than a sign erected in conformity with the Home Occupation regulations?

Yes  No

If YES, specify \_\_\_\_\_

\_\_\_\_\_

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- d) Will there be any retail sale of goods on the premises that are not produced on the premises or not accessory to or related to the home occupation use?

Yes  No

If YES, specify \_\_\_\_\_  
\_\_\_\_\_

- e) Will such home occupation emit any noise, electrical interference, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare, refuse or other objectionable emission?

Yes  No

If YES, specify \_\_\_\_\_  
\_\_\_\_\_

- f) Will the home occupation result in the parking or storage of vehicles with a curb weight in excess of 3,000 kilograms (6,614 lbs) on the premises?

Yes  No

If YES, specify \_\_\_\_\_  
\_\_\_\_\_

- g) Will the home occupation receive deliveries from vehicles with a curb weight in excess of 5,000 kilograms (11,022 lbs)?

Yes  No

If YES, specify \_\_\_\_\_  
\_\_\_\_\_

- h) Will the home occupation constitute activities which are either incompatible with or disruptive to the adjacent residential area?

Yes  No

If YES, specify \_\_\_\_\_  
\_\_\_\_\_

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- i) Will such home occupation result in an increase in the pedestrian or vehicular traffic in the area?

Yes  No

If YES, to what extent? \_\_\_\_\_

\_\_\_\_\_

- j) Will such home occupation create a safety hazard for the existing residential activities on the site or in the area?

Yes  No

If YES, specify \_\_\_\_\_

\_\_\_\_\_

- k) Will any outdoor storage of materials, containers or finished products in support of such home occupation occur?

Yes  No

If YES, specify \_\_\_\_\_

\_\_\_\_\_

**“Home Occupation”** shall not include the following uses as defined in the Zoning By-law; a rooming/boarding or lodging house; bed and breakfast establishment; nursing home; day nursery; kennels or animal grooming; or the breeding or sale of birds or animals; engine or automobile repair; medical centre/clinic; or a retail store, except for accessory retail sales or rental as permitted by the Home Occupation regulations.

Based on the information provided by the applicant, permission may be required from the Committee of Adjustment in order to conduct the Home Occupation. In such cases a separate application to the Committee of Adjustment will be necessary and an application fee will be charged.

An inspection of the property to determine compliance with the home occupation criteria may be undertaken at any time subject to applicable law.

**Fee payable by cash, debit or cheque.**

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Office Use:**

- a) Does proposal conform to Home Occupation performance criteria? Yes  No
- b) Committee of Adjustment approval required? Yes  No

Application Checked By: \_\_\_\_\_