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## APPLICATION FOR A PERMIT FOR A RESIDENTIAL HOME OCCUPATION

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<b>Office Use Only</b>	Date Received: (Date Stamp)	
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**Application Fees:**     [See Online Fees Schedule](#)

URL: [sarnia.ca/planning-building-department-fees](http://sarnia.ca/planning-building-department-fees)

**Method of Payment:** Fees can be paid online. Follow the link on the Home Based Businesses webpage.

Fees can also be paid by cheque mailed or couriered to City Hall. Fees under \$5000 can be paid by credit or debit card at City Hall or by credit card over the phone.

(519-332-0330 ext. 3301)

**Note:** For definitions and regulations please refer to the information sheet.

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

### Contact Information

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### 1. Type of Home Occupation (check one)

Office

Consulting Room

Workroom

Studio

Home Daycare (specify licensed/unlicensed, company, number of children):

\_\_\_\_\_

Please provide a brief description of proposed home occupation:

\_\_\_\_\_  
\_\_\_\_\_

**2. 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 Question 1 above, by \_\_\_\_\_ (Name of Tenant)

Owner/Manager of Property (print name): \_\_\_\_\_

Position (owner/manager): \_\_\_\_\_

Signature: \_\_\_\_\_

**3. Building Information**

a) Type of Dwelling:

Single Detached Dwelling

Semi-Detached/Duplex Dwelling

Townhouse

Apartment

Other (specify): \_\_\_\_\_

b) Location of proposed home occupation:

Basement \_\_\_\_\_

First Floor \_\_\_\_\_

Second Floor \_\_\_\_\_

Accessory Building \_\_\_\_\_

Other (specify) \_\_\_\_\_

*(Note: Floor Areas listed below are to be expressed in square metres or square feet)*

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: \_\_\_\_\_

#### 4. Nature of Home Occupation

Please answer all the following questions:

- a) Will this home occupation involve more than 1 on-premises employee or volunteer who is not an occupant of the dwelling unit?

Yes                  No

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

\_\_\_\_\_

- b) Will the premises be used to assemble or rally persons for transportation of either goods or materials or such persons to a work site?

Yes                  No

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

\_\_\_\_\_

- c) Will there be any retail sale or rental of goods on the premises that are not produced on the premises?

Yes                  No

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

\_\_\_\_\_

- d) Will there be any external alteration to the dwelling unit to accommodate the home occupation?

Yes                  No

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

\_\_\_\_\_

- e) 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: \_\_\_\_\_

\_\_\_\_\_

f) 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: \_\_\_\_\_  
\_\_\_\_\_

g) 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: \_\_\_\_\_  
\_\_\_\_\_

h) 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: \_\_\_\_\_  
\_\_\_\_\_

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

Yes                  No

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

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

Yes                  No

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

k) 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: \_\_\_\_\_  
\_\_\_\_\_

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

Yes                      No

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

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

Date: \_\_\_\_\_

**Office Use Only:**

Application Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: