



THE CORPORATION OF THE TOWN OF PETROLIA

Planning Department

411 Greenfield Street, P.O. Box 1270, Petrolia, Ontario N0N 1R0

Phone: (519) 882-2350

Fax: (519) 882-3373

Application for a Permit for a Residential Home Occupation

Applicant: _____

Address: _____

Phone: _____ E-mail (optional): _____

1. Type of Home Occupation

Please provide a brief description of proposed home occupation:

2. Building Information

- a) Type of Dwelling:
- | | |
|----------------------|--------------------------|
| Single Detached | <input type="checkbox"/> |
| Semi-detached/Duplex | <input type="checkbox"/> |
| Townhouse | <input type="checkbox"/> |
| Apartment | <input type="checkbox"/> |
| Other (specify) | <input type="checkbox"/> |

b) Location of proposed Home Occupation:

Basement _____

1st Floor _____

2nd Floor _____

Accessory Building _____

Other (specify) _____

Name of Business _____

- 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 _____

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, by

Name of Tenant

Signed _____
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 Zoning By-law regulations?

Yes ☐

No ☐

If YES, specify

-
- 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 one tonne (1000 kgs.) on the premises?

Yes ☐

No ☐

If YES, specify

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

Yes ☐

No ☐

If YES, specify

- h) 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

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

Yes ☐

No ☐

If YES, specify _____

License Fee: \$150.00 (Cheques payable to the Town of Petrolia)

Note: This one-time charge pays the cost of a Home Occupation License, if the application is approved, and must accompany this application. The License Fee will be returned if declined.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE:

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

Application Checked By: _____

c: License File
Committee of Adjustment File # _____ (if applicable)

HOME OCCUPATION REGULATIONS

The following information is taken from the Town of Petrolia Zoning By-law, Number 38 of 2000.

"HOME OCCUPATION" shall mean any occupation conducted for gain or profit as an accessory use within a permitted dwelling or a permitted dwelling unit and shall include a bed and breakfast establishment.

"BED AND BREAKFAST ESTABLISHMENT" shall mean a Home Occupation within a One-family Dwelling in which not more than three (3) rooms are made available by a resident of said Dwelling for temporary accommodation of travellers. Meals or food are served only to overnight guests. This definition does not include a Hotel, Motel or Restaurant.

4.13

HOME OCCUPATIONS

No home occupation shall be permitted in any zone unless such use complies with the following provisions:

- a) The home occupation shall be clearly secondary to the main residential use, be operated and contained entirely within the dwelling, and shall not change the residential character of the dwelling or the lot.
- b) No person other than a member of the housekeeping unit, and not more than two persons not residing on the premises shall be employed except as is necessary for housekeeping purposes.
- c) There shall be no open storage or display of materials, containers or finished products.
- d) The home occupation may involve the sale of goods associated with a craft that is produced in the dwelling, but a use that is primarily a retail store is prohibited.
- e) Except for a Bed and Breakfast Establishment, not more than 25% of the gross floor area of the dwelling shall be exclusively devoted to the home occupation and it shall not occupy more than 28 square metres of gross floor area.
- f) No home occupation use shall include the storage or repair of construction equipment, welding, auto body repair, automobile maintenance or metal fabrication.
- g) A sign shall be permitted in accordance with this By-law.
- h) The use shall not create or become a public nuisance in regard to noise, traffic, parking or interference with radio or television reception.
- i) No more than one physician, dentist or drugless practitioner shall practice in a Clinic where such clinic constitutes a home occupation. Such physician, dentist or drugless practitioner shall reside in the dwelling unit, which such clinic is located.
- j) No above normal pedestrian or vehicular traffic.
- k) Except for a Bed and Breakfast Establishment or a Clinic, the home occupation shall not require the creation of additional on-site parking spaces, unless the said home occupation occupies more than 56 square metres of the dwelling unit area. If such is the case, one parking space shall be provided for every 28 square metres exclusively devoted to the home occupation.
- l) Except for a Bed and Breakfast Establishment, where food is served to overnight guests only or a catering business where food is prepared on site for delivery to another location, no food preparation or food service shall be permitted as a home occupation.

SIGNS

- a) Nothing in this by-law shall apply to prevent the erection, alteration or use of any sign, provided such sign complies with the by-laws of the Corporation regulating signs and provided such sign complies with the provisions of this by-law (sight triangles).
- b) Signs that are lawfully erected and maintained, directly related to and pertinent to the function of any of the permitted uses of this by-law are permitted, provided that in any Residential Zone only the following shall be permitted:
 - i) One non-illuminated real estate sign having a maximum area of 0.5 square metres advertising the sale, rental or lease of the building, structures of lot upon which the sign is displayed.
 - ii) One non-illuminated sign having a maximum area of 0.3 square metres displaying the name and address of a doctor, dentist, drugless practitioner or person engaged in a permitted home occupation, residing on the lot on which the sign is displayed.
 - iii) One non-illuminated sign having a maximum area of 5 square metres advertising the name and particulars of a subdivision or similar development project provided such sign shall be removed upon completion of the project.