



CITY OF
Mount Pearl

A Guide for Businesses
Mount Pearl OPEN for Business



CITY OF Mount Pearl

A Guide for Businesses Mount Pearl OPEN for Business

3 Centennial Street
Mount Pearl, NL
A1N 1G4

Tel: (709) 748-1000
(709) 748-1006 (After Hours)
Fax: (709) 748-1150
E-Mail: info@mountpearl.ca

Hours of Operation:

City Hall/Municipal Depot
Monday – Friday
8:00 am – 4:00 pm

Mount Pearl has a thriving business community. The City Council supports and promotes new business opportunities and expansion of existing businesses, as well as progressive economic and infrastructure planning.



Table of CONTENTS

| | |
|---|---|
| Introduction | 1 |
| Municipal Government | 3 |
| • Site Selection | 3 |
| • Permits | 3 |
| • Taxation | 4 |
| • Municipal Services | 4 |
| • Community Development | 5 |
| Provincial Government | 7 |
| Incorporating Your Business | 7 |
| • Licensing Authorities | 8 |
| • Workplace Health, Safety and Compensation Commission | 8 |
| • Labour Market Information | 8 |
| • Economic Diversification and Growth Enterprise (EDGE) Program | 9 |



Federal Government 11

- Atlantic Canada Opportunities Agency 11
- Canada Business Network 11
- Canada Revenue Agency Business Account 12
 - i. Business Number
 - ii. GST/HST
- Industry Canada – Federal Incorporation 13
- Service Canada – Record of Employment 13

Additional Resources 15

(Financing, Business Planning, etc)

- Mount Pearl Paradise Chamber of Commerce 15
- Metro Business Opportunities Corporation 15
- Community Business Development Corporation 16
- Newfoundland and Labrador Organization of Women Entrepreneurs 16
- Canadian Youth Business Foundation 17
- Even more assistance 18

Appendix – Home-Based Business Guide 19



INTRODUCTION

As members of the Mount Pearl City Council, we are pleased to provide this “**Doing Business in Mount Pearl**” guide.

This booklet contains key information on our city and the various provincial and federal government departments and agencies you will need to contact to establish your new business. This easy-to-use guide will save you time in identifying contacts for business information.

Our aim is to make Mount Pearl a friendly business city and to let you know we are...
OPEN FOR BUSINESS.



L-R (Seated): Mayor Dave Aker, Deputy-Mayor Jim Locke
L-R (Standing): Councillors Bill Antle; Lucy Stoyles; Isabelle Fry; Andrea Power; Andrew Ledwell

E-mail the Mayor at daker@mountpearl.ca

Legal Disclaimer

This guide provides a general overview of the regulations, permits and procedures applicable to doing business in the City of Mount Pearl. The City of Mount Pearl does not guarantee, warrant or make any representations that they information contained herein is the complete authority on regulation, permits, taxes and processes as they apply to business.



Municipal GOVERNMENT

Site Selection

If you are considering **starting a new business** in Mount Pearl without a particular location in mind, the **Economic Development Division** can assist you. The division has the most up-to-date listing of vacant commercial properties available within Mount Pearl. Demographic, socio-economic and statistical information is also available, which can be of assistance to businesses.

CASSIE PITTMAN
Manager of Marketing, Communications and Economic Development
Economic Development Division
Phone: (709) 748-1096
Fax: (709) 748-1111
E-mail: cpittman@mountpearl.ca

If you **already have a location in mind**, you should contact the **Community Development Department** to determine zoning and whether or not your proposed business is a permitted use.

Permits

The **Community Development Department** can provide you with details on how to obtain a **Development Permit**, including the application form, copies of land use and zoning regulations. It is recommended you consult with this department at the initial planning stages for your new business.

After obtaining a development permit, you should complete the forms necessary for your project, such as forms for renovations to existing buildings, new building construction, fire department regulations, etc. Once the project is approved, a **Building Permit** will be issued. The final phase of development is an **Occupancy Permit** which allows the business to begin operations. A list of permits and associated fees can be found under the Community Development Department's Inspections Services Division.

CATHERINE HOWELL
Manager of Development and Planning
3 Centennial Street
Mount Pearl, NL
A1N 1G4
Phone: (709) 748-1023
Fax: (709) 748-1111
E-mail: chowell@mountpearl.ca



Taxation

The name of the business and its location are sent to the **Municipal Assessment Agency**. The property is then assessed by the agency and added to the **City's Assessment Roll**.

Businesses operating in Mount Pearl must pay business tax to the City. This tax is in addition to commercial property tax and water & sewer taxes. Businesses which operate from rented premises are also liable for business tax. Tax rates vary by the type of activity. The City also invests major capital funds for streets, recreational facilities and underground infrastructure such as water, sewer and storm sewer systems. A portion of this investment is recovered from frontage and recreation assessments and other service levies.

Prior to completing land purchases or land development, the prospective buyer should check with the City to determine the amount of assessments or levies which may be due, if any.

Mount Pearl City Council participates in the Provincial Government's **Economic Diversification and Growth Enterprise (EDGE)** program and will apply the incentive to all qualifying EDGE companies, as determined by the Provincial Government.

NORM SNELGROVE
Manager of Finance
3 Centennial Street
Mount Pearl, NL
A1N 1G4
Phone: (709) 748-1159
Fax: (709) 748-1111
E-mail: nsnelgrove@mountpearl.ca

Municipal Services

New business owners often inquire as to the level of Municipal Services provided by a municipality to ensure a high standard and quality of living for their employees. Mount Pearl provides the following services directly to its citizens.

- Snow clearing
- Water and sewer services
- Policing
- Street lighting
- Garbage collection
- Animal and pest control
- Curb-side recycling

GERRY ANTLE
Director of Infrastructure and Public Works
3 Centennial Street
Mount Pearl, NL
A1N 1G4
Phone: (709) 748-1028
Fax: (709) 748-1191
E-mail: gantle@mountpearl.ca



Community Development

The Community Development Department is committed to delivering quality programs and services that strengthen our families and create a nurturing environment where everyone can achieve their maximum potential. Our facilities and programs are designed to meet the needs of a diverse and changing population.

Facilities and Attractions include:

- Reid Community Centre
- Aquatics Centre
- Pearlgate Track and Field
- Beach Volleyball Court
- Glacier Arena – Dual Ice Pads
- Tennis Complex
- Team Gushue Softball Complex
- Approximately 70 kms Linear Walkways
- 7 Multi-purpose Courts
- 5 Tennis Areas
- 15 Sport Fields
- 64 Playgrounds
- Kenmount Park Neighbourhood Centre
- Summit Centre

JASON COLLINS
Director of Community Development
3 Centennial Street
Mount Pearl, NL
A1N 1G4
Phone: (709) 748-1027
Fax: (709) 748-1150
E-mail: jcollins@mountpearl.ca

Mission Statement

“Mount Pearl Community Department strives to enhance the quality of life for all who live, work and visit Mount Pearl. We encourage the development of healthy lifestyles through the provision of safe, accessible, diverse and high-quality recreation and leisure opportunities.”





START

MANAGE

GROW



Provincial GOVERNMENT

Incorporating Your Business

All **limited companies** are required to be incorporated provincially. This includes corporations without share capital. Before choosing a company name, you should first check with the Registrar of Companies to ensure it is unique and not prohibited. There is a procedure to reserve the name once it is approved.

Note: There is a fee of \$300 to incorporate your company and an annual maintenance fee. Registrants filing online can save \$30. To reserve your company's name prior to official incorporation, you must pay a \$10 reservation fee.

SERVICE NEWFOUNDLAND AND LABRADOR
Commercial Registrations Division
Registry of Deeds and Companies
Ground Floor, East Block
Confederation Building
St. John's, NL A1B 4J6
Phone: (709) 729-3317
E-mail: gsinfo@gov.nl.ca
www.servicenl.gov.nl.ca

Forms Required to Incorporate:

Form 1: Articles of Incorporation

Form 1A: Articles of Incorporation without Share Capital

Form 3: Notice of Registered Office

Form 6: Notice of Directors

**Forms can be found at the end of this guide*

Licensing Authorities

The Government Services Centre (GSC) is a branch of Service NL. It provides a coordinated and consolidated approach to the administration of government services. This Service Centre processes applications for Crown Land, Food Establishment Licenses, Liquor Licenses, Building Accessibility, Electrical Installations, Fire and Life Safety, and Waste Disposal site plus a large number of other activities.

The GSC conducts the inspections relating to most of these applications and others such as inspecting Public Buildings, Meat and Milk Quality and Special Care Homes.

GOVERNMENT SERVICES CENTRE
Motor Registration Building
149 Smallwood Drive
Mount Pearl, NL
P.O. Box 8700
St. John's, NL A1B 4J6
Phone: (709) 729-3699
E-Mail: ginfo@gov.nl.ca
www.servicenl.gov.nl.ca



Workplace Health, Safety and Compensation Commission

All businesses with one or more employees must register with the Workplace Health, Safety and Compensation Commission (WHSCC). The WHSCC operates a work injury insurance program which provides benefits to injured workers and protects employers from most lawsuits by injured workers or their dependents. The program is funded completely by employers in the Province. The amount of premium payable varies according to the type of business - the higher the risk of injury, the higher the premium.

WORKPLACE HEALTH, SAFETY AND COMPENSATION COMMISSION
146-148 Forest Road, P.O. Box 9000, Station C
St. John's, NL A1A 3B8
Phone: (709) 778-1000
Fax: (709) 738-1714
E-mail: general.inquiries@whsc.nf.ca
www.whsc.nf.ca



Labour Market Information

To obtain all Newfoundland and Labrador Labour Standards information please contact the **Department of Advanced Education and Skills**.

DEPARTMENT OF ADVANCED EDUCATION
AND SKILLS, LABOUR MARKET INFORMATION
2nd Floor, West Block, Confederation Building,
P.O. Box 8700
St. John's, NL A1B 4J6
Phone: (709) 729-2742
Fax: (709) 729-1129
labourmarket@gov.nl.ca
www.aesl.gov.nl.ca/lmi.html

Economic Diversification and Growth Enterprise (EDGE) Program

As part of the government's goal to diversify the economy and stimulate private sector job creation, the EDGE program was created to offer substantial tax holidays and start-up assistance to new businesses starting in Newfoundland and Labrador. These incentives supplement a wide range of other support programs already available in the Province. Businesses meeting the established criteria can obtain designation as an *Economic Diversification and Growth Enterprise* corporation and obtain incentives such as:

- A 100% rebate on provincial corporate income tax and the provincial health & post-secondary education (payroll) tax for a period of 10 years if the business is established within the Northeast Avalon area.
- A 50% rebate on federal corporate income tax for the period referenced above.
- A further 5-year period of partial rebates on the provincial and federal taxes referenced above, declining by 20% in each year of this phase-out period.
- A 100% rebate on municipal property and/or municipal business taxes for 10 years, followed by a 5-year phase-out of such rebates.
- Access to un-serviced Crown land for \$1.00 where such land is required to implement the company's business plan.

To obtain EDGE designation, an applicant must meet certain criteria. Further information about this program can be obtained from the *Department of Innovation, Business and Rural Development*. Decisions on all applications are made within 30 days.

DEPARTMENT OF TOURISM, CULTURE, INDUSTRY AND INNOVATION
Marketing and Investment Division
2nd Floor, West Block, Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6
Phone: (709) 729-1945/2412
Fax: (709) 729-7609
www.ibrd.gov.nl.ca





Federal GOVERNMENT

Atlantic Canada Opportunities Agency

The Atlantic Canada Opportunities Agency (ACOA) is the federal government department responsible for leading economic development throughout the Atlantic region.

ACOA assists small and medium-sized enterprises and helps to establish or expand businesses in industries where sustained employment growth appears likely. ACOA offers repayable financial assistance under customized terms. Some of the strategic sectors are: *Tourism, Aquaculture, Information Technology, and Diversified Manufacturing.*

Canada Business Network

The Canada Business Network (CBN) is your one-stop-shop for research and information for small business and would-be entrepreneurs. Operating in partnership with private sector associations in Newfoundland, the CBN is part of a national network established to make business decisions. It is a convenient and less confusing way to get information on government wide services and programs. Researchers have an extensive list of reference centre material, library holdings, and electronic databases to help find the information you require.

ATLANTIC CANADA OPPORTUNITIES AGENCY
10 Barter's Hill
John Cabot Building, 11th Floor
P.O. Box 1060, Station C
St. John's, NL A1C 5M5
Phone: (709) 772-2751
Fax: (709) 772-2712
www.acoa-apeca.gc.ca



Canada Revenue Agency Business Account

Canada Revenue Agency (CRA) provides business owners with convenient and secure online access to their personalized business account information. The Business Account includes major business accounts: corporate income tax, import/export, payroll deductions, and the goods and services tax.

Business Number

The Business Number (BN) is a numbering system that simplifies and streamlines the way businesses deal with the Federal Government. It is based on the idea of one business, one number. Not all businesses require a BN and CRA program accounts so it is important to read 'Do you need a program account?' on the CRA website before registering.

GST/HST

The GST is a tax that applies to the supply of most property and services in Canada. The provinces of Nova Scotia, New Brunswick, and Newfoundland and Labrador, referred to as the participating provinces, harmonized their provincial sales tax with the GST to create the HST. Generally, the HST applies to the same base of property and services as the GST.

Although the consumer pays the tax, businesses are generally responsible for collecting and remitting it to the government. Businesses that are required to have a GST/HST registration number are called registrants.

Registrants collect the GST/HST on most of their sales and pay the GST/HST on most purchases made to operate their business. Registrants can claim an input tax credit, to recover the GST/HST paid or payable on the purchases used in their commercial activities.

GST/HST registrants must meet certain responsibilities. Generally, they must file returns on a regular basis, collect the tax on taxable supplies made in Canada, and remit any resulting net tax owing.

CANADA REVENUE AGENCY
Sir Humphrey Gilbert Building
P.O. Box 5968
St. John's, NL A1C 5X6
Toll Free: 1-800-959-5525
www.canada.ca/en/services/business/start.html



Business Inquiries: Automated service is available 24 hours a day, 7 days a week. Telephone agents are available Monday to Friday (except holidays) from 8:15 a.m. to 8:00 p.m. (local time).

Industry Canada - Federal Incorporation

Industry Canada is the agency through which you can obtain a Federal Incorporation Kit for your company. It is advisable to consult a lawyer for legal advice to assist you with the structuring of your business.

Note: There is a fee of \$250 to incorporate your company and an annual maintenance fee. Registrants filing online can save \$50.

INDUSTRY CANADA – CORPORATIONS
P.O. Box 8950
St. John's, NL A1B 3R9
Toll Free: 1-866-333-5556
www.ic.gc.ca

Service Canada - Record of Employment

Although your registration with Service Canada is done through Canada Revenue Agency, **Record of Employment** Forms must be obtained through Service Canada. You are required to submit one of these forms for each employee who leaves your employ.

You need only to contact this agency when someone is leaving your employ; there is no registration requirement. When requesting these forms, you will be asked for your employer's number (Business Number). This is the number assigned by Canada Revenue Agency.

SERVICE CANADA
223 Churchill Avenue,
Building 223, Pleasantville
P.O. Box 8548
St. John's, NL A1B 3P3
Toll Free: 1-800-367-5693
www.servicecanada.gc.ca

The logo for Canada, featuring the word "Canada" in a serif font with a small Canadian flag icon above the letter "a".



CITY OF Mount Pearl

You and your business
need the right spot
to call home.

Find it in Mount Pearl,
a City committed to business
excellence and your success!

With progressive economic and infrastructure planning, Mount Pearl can place you on the leading edge of growth and technology well into the 21st century.

We offer a winning and skilled workforce, an established technological base and access to advanced research facilities that will provide your business with the edge it needs to compete in an ever more challenging global marketplace.

The City of Mount Pearl offers you:

- Strong high-tech industrial base
- High speed fibre optic cable network
- Solid record of sustained, rapid growth
- Excellent quality of life
- Well trained and motivated workforce
- Positive climate supporting business growth &
- Proximity to research institutes and university



Additional RESOURCES

Mount Pearl-Paradise Chamber of Commerce

Mount Pearl has a local Chamber of Commerce with a strong number of members representing the local business community. The annual membership fee is \$170.00 plus HST (up to two employees) and \$325.00 plus HST (three or more employees). The Chamber hosts luncheons featuring guest speakers representing both government and industry. It also promotes local businesses and provides member-to-member benefits.

MOUNT PEARL-PARADISE CHAMBER OF COMMERCE
365 Old Placentia Road
Mount Pearl, NL A1N 0G7
Phone: (709) 364-8513
Fax: (709) 364-8500
E-mail: info@mtpearlparadisechamber.com
www.mtpearlparadisechamber.com



Metro Business Opportunities Corporation

Metro Business Opportunities Corporation (MBO) assists in the creation of small business, and in the expansion, modernization and stabilization of existing businesses. Business advisory and financial services are offered to entrepreneurs and a full spectrum of business consulting is provided. MBO has a long-term relationship with various levels of government and agencies and have an excellent understanding of how these organizations have approached particular issues, which helps to ensure their recommendations are realistic and practical.

Services also include research, consultation, analysis, surveying, facilitation, evaluation, problem diagnosis, and business training. Focusing on the growth sectors of our economy, MBO boasts a broad mix of targeted self-employment programs and loan funds made available through the support of various partnering agencies. The agency is a member of the Community Business Development Corporations (CBDCs) network in Atlantic Canada. This is an independent network of not-for-profit organizations that work in cooperation with all levels of government and the private sector to meet the needs of small business.

METRO BUSINESS OPPORTUNITIES CORPORATION
Redwood Place, Suite C
961 Topsail Road
Mount Pearl, NL A1N 3K1
Phone: (709) 738-1626
Fax: (709) 576-3115
E-Mail: contact@mboc.ca
www.mboc.ca



Community Business Development Corporation (CBDC)

The CBDC assists in the creation of small businesses and in the expansion and modernization of existing businesses by providing financial and technical services to entrepreneurs.

- Financial assistance to a maximum of \$150,000 is available in the form of loans, loan guarantees and equity financing to existing and aspiring entrepreneurs.
- Business counselling & advice is available to small businesses. CBDCs help businesses to succeed and therefore give high priority to the advisory role of its mandate.
- Entrepreneurship development and training to individuals and small business owners/managers is available.
- Technical assistance usually takes the form of guidance and coaching, and sometimes advocating on behalf of clients to other lending establishments or regulatory agencies.

Typically, the services are targeted to entrepreneurs who require customized financing not normally available from traditional sources.

COMMUNITY BUSINESS DEVELOPMENT CORPORATION NL
1147 Topsail Rd. Suite 4
Mount Pearl, NL A1N 5G2
Toll Free: 1-800-833-1829
Phone: (709) 745-4406
Fax: (709) 745-4414
www.cbdc.ca/nl



Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE)

NLOWE helps women entrepreneurs start, grow and advance successful, leading-edge businesses that capitalize on emerging economic opportunities. NLOWE understands women face unique challenges and opportunities and can give the support needed as clients work to develop and grow the business. NLOWE stays ahead of trends so they can encourage business development in key growth sectors and offer training opportunities such as workshops and seminars to help take advantage of changes in the economy.

NLOWE has an extensive network of business advisors, members, clients and partners who work together to foster the success of women entrepreneurs across Newfoundland and Labrador. Their business advisors are located in every region in the province and will travel to the client so that they can access their services free of charge no matter where they live.

NLOWE
2nd Floor, Regatta Plaza II
86 Elizabeth Avenue
St. John's, NL A1A 1W7
Phone: (709) 754-5555
Fax: (709) 754-0079
www.nlowe.org
E-mail: info@nlowe.org



Futurpreneur Canada

Futurpreneur Canada is a national non-profit organization dedicated to growing the nation's economy one young entrepreneur at a time. Focusing on character not collateral, FC provides youth, (ages 18-39), with pre-launch coaching, business resources, start-up financing and mentoring to help them launch and sustain a successful entrepreneurial business.

Futurpreneur helps through the entire business life-cycle from pre-launch planning, to start-up, to implementation by providing:

- Pre-launch and Post-launch Coaching – learn how to build your business plan, overcome challenges and grow your venture through its network of community partners and entrepreneurs-in-residence.
- Financing – find the best funding option for you whether you are an emerging entrepreneur, a new Canadian or an existing young business owner. Futurpreneur provides access to up to \$50,000 in start-up financing and access to up to \$30,000 in expansion financing through our unique partnership with the Business Development Bank of Canada
- Mentoring – benefit from the extensive experience of a business professional who will work with you for a minimum of two years to ensure the success of your new business.
- Online Business Resources – get references and information about each stage of business development; from initial concept and planning, to implementation, growth and measurement.

METRO BUSINESS OPPORTUNITIES CORPORATION
Redwood Place, Suite C
961 Topsail Road
Mount Pearl, NL A1N 3K1
Phone: (709) 738-1626
Fax: (709) 576-3115
E-Mail: contact@mboc.ca
www.mboc.ca



Consider visiting these sites for even more assistance in starting or growing your business:

BizPal

<http://www.bizpal.ca/>

Better Business Bureau

<http://atlanticprovinces.bbb.org/>

Entrepreneurs Forum

<http://entrepreneursforum.com/>

Canada Small Business Financing Program

<http://www.ic.gc.ca/eic/site/csbfp-pfpec.nsf/eng/Home>

Canadian Federation of Independent Business

<http://www.cfib-fcei.ca/english/index.html>

Canadian Intellectual Property Office

<http://www.cfib-fcei.ca/english/article/3744-trademarks-and-patents.html>

For more information, please contact

CITY OF MOUNT PEARL
3 Centennial Street
Mount Pearl, NL, Canada
A1N 1G4
Phone: (709) 748-1096
Fax: (709) 748-1111
E-mail: ecdev@mountpearl.ca
www.mountpearl.ca
Twitter: @mount_pearl
LinkedIn: [cityofmountpearl](https://www.linkedin.com/company/cityofmountpearl)



Home Based Business APPENDIX



What is a Home-Based Business?

A Home-Based Business is defined as any Use taking place within a home generating revenue for the operator.

What are some examples of Home-Based Businesses?

Office Use is the primary type of Home-Based businesses in Mount Pearl. Other Uses include, but are not limited to, Construction, Electrical, Bookkeeping, Consulting, Personal Service, Education Uses, etc.

There are two types of Home-Based Businesses in Mount Pearl. They are:

1. Permitted Uses

These are basically Office Uses. As a permitted Use, these applications are processed internally and do not require public notification or Council approval.

2. Discretionary Uses

These are Uses that may generate traffic and are classified as Personal Services and Education Uses. These applications are subject to a public notification and consultation process pursuant to the Mount Pearl Development Regulations, 2010.

How do I register with the City for a Home-Based Business?

Each prospective Home-Based Business applicant is required to complete a one-page Development Application Form and forward it to the City's Planning & Development Department. The form can be viewed on the City's website: www.mountpearl.ca. When the applicant and the property owner are not the same, the signature of the property owner is required before the application can be accepted for processing.

How do I apply?

The following information is to be submitted to the Community & Development Department:

1. Application Form - This is comprised of three key sections:
 - a) Contact Information for applicant(s) and property owner(s), if not the same.
 - b) Application Information, including a general description of the business, days and hours of operation, amount of space being occupied within dwelling for business, number of resident & non-resident employees, proposed visitation to home due to business, parking arrangements and proposed signage.
 - c) Signature(s) of the applicant(s) and the property owner(s), if not the same.
2. A scaled floor plan of the dwelling illustrating the room or the area in which the Home-Based Business occurs or operates. (This can be hand-drawn.)
3. Legal survey of the property.
4. Fee – For a Permitted Use, there is no application fee. For a Discretionary Use, there is a \$150.00 Discretionary Use processing fee to cover the cost of the public notice being advertised in a local newspaper.

What is involved with processing a Discretionary Use Application

Upon receipt of the Home-Based Business application, the City's Community & Development Department will arrange for the following:

- a) A public notice in the local newspaper of the proposed operation.
- b) A notice to nearby residents advising of the proposed operation.
- c) A public briefing session to permit any person or party to make comments or express concerns on the application. (Note: If no written comments are received, the public briefing session shall be cancelled.)

How long does the registration process take?

Permitted Uses are usually processed within five (5) working days. Discretionary Uses usually take 4-6 weeks for the process to be completed, as it requires advertising in the local newspaper, notification to nearby property owners and scheduling of a public briefing session.

Is a Council decision required to approve a Home-Based Business?

Council approval for a Discretionary Use application is required after the public notification process and briefing session, if required, are completed. Permitted Uses do not require Council approval.

What Regulations pertain to various categories of Home-Based Businesses?

Under the Mount Pearl Development Regulations, 2010, the following information pertains to Office, Personal Service and Educational Uses within a residential dwelling in Mount Pearl:

- a) Office Uses within a dwelling are a permitted Use within any Residential Land Use Zone and conditions are outlined below.
- b) Personal Services and Educational Uses may be permitted as a Discretionary Use in all Residential Land Use Zones (with the exception of RSU-1 and RSU-2) in a dwelling, subject to the conditions outlined below.

Conditions:

- The Use shall not include barber, hairdressing and beauty salons.
- The Use is clearly a subsidiary use to the residential use and does not detract from the residential character of the neighbourhood.
- Not more than twenty (20) percent of the total floor area of the dwelling, up to a maximum of twenty (20) square meters is devoted to the Use.
- The Use is carried out by a resident of the dwelling unit.
- The Use does not alter the residential appearance or require external modification of the dwelling unit, and the gross floor area of the dwelling unit is not increased.

- Activities associated with the Use are not hazardous and do not cause a noticeable increase in traffic, noise, odour, dust or fumes and are not apparent to occupants of nearby residences.
- There is no open storage of goods or materials and any retail sales are incidental and subsidiary to the approved Use.
- No fabrication, except for the production of hand-made articles of clothing and arts and/or craft objects, will be undertaken on the premises and then only as qualified above.
- No repairs to vehicles or heavy equipment are to be carried out.
- A non-illuminated identification sign (not exceeding 0.2 square meters in area) shall be permitted, provided that the sign is consistent with the residential character of the neighbourhood.
- The residential lot has sufficient area to accommodate the parking requirements of both the dwelling unit and the office or Personal Service Use.
- No change in type, class or extent of the Use shall be permitted, except in accordance with a permit issued by Council.

Is there a business tax charged for Home-Based Businesses?

The City of Mount Pearl charges business tax based on the amount of space occupied for commercial purposes and the appropriate commercial mil rate. The minimum home-based business occupancy tax is \$250.00 per year and is billed in two installments of \$125.00 each in January and July.

What happens when my Home-Based Business Application is approved?

Once a Home-Based Business application is approved, the Community & Development Department issues a Development Permit. The permit is non-transferable and if the applicant moves, the permit becomes void. Should a property be sold, the purchaser does not acquire the Development Permit.

Are there other permits required?

All Home-Based Businesses also require a Commercial Occupancy Permit, issued by the Community & Development Department. The fee for this permit is \$100. An inspection of the residence may be carried out prior to the issuance of an Occupancy Permit.

Application for a Home-Based Business

<https://mountpearl.ca/wp-content/uploads/2013/02/Home-Based-Business-2016-05.pdf>

