



Home-Based Business in Mount Pearl



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Mount Pearl



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As Members of Mount Pearl City Council, we are pleased to provide you with this guide to Home-Based Business in Mount Pearl.

All businesses operating from home in Mount Pearl are required to receive a development permit from the City of Mount Pearl. This booklet is prepared in a question and answer format to assist and respond to queries you may have regarding operating a home-based business in Mount Pearl.

Our aim is to make Mount Pearl a friendly business city and to let you know we are **Open for Business**.



L-R (Sitting): Mayor Randy Simms, Deputy Mayor Jim Locke. L-R(Standing): Councillors Dave Aker, Paula Tessier, Andrew Ledwell, Lucy Stoyles and John Walsh

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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 the information contained herein is the complete authority on regulations, permits, taxes and processes as they apply to business.

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, the following operations: Construction, Electrical, Book-keeping, Consulting, Personal Service, Education Uses, etc.

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

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.

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, 1988.

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 is attached to this booklet or 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 Planning & 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.
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 in the newspaper.

What is involved with processing a Discretionary Use Application?

Upon receipt of the Home-Based Business application, the City's Planning & 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 Planning & 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 Planning & 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.

Contact Information

To obtain further information, please feel free to contact any of the City staff listed below:

Dept.	Contact	Phone	Fax	E-Mail
Planning and Development	Julia Schwarz <i>Manager, Planning & Inspection Services</i>	748-1151	748-1111	jschwarz@mountpearl.ca
	Bronda Aylward <i>Manager, Economic Development and Business Liaison</i>	748-1096	748-1111	baylward@mountpearl.ca
	Stephen Jewczyk <i>Director of Planning & Development</i>	748-1029	748-1111	sjewczyk@mountpearl.ca





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