



Mailing: 70 Kent Street,
Charlottetown, PE, C1A 1M9
Email: planning@charlottetown.ca

Tel: 902-629-4158
Fax: 902-629-4156
Website: www.charlottetown.ca

For Office Use Only	
File #: _____	Zone: _____
Permit #: _____	Permit Fee: _____
PID #: _____	Received: _____

HOME OCCUPATION APPLICATION

1. TYPE OF HOME OCCUPATION

- | | | |
|--|--|--|
| <input type="checkbox"/> Home Daycare | <input type="checkbox"/> Tourist Accommodations | <input type="checkbox"/> Multi-level marketing retail sales |
| <input type="checkbox"/> Catering (off-premise delivery) | <input type="checkbox"/> Custom sewing, crafts, or production of visual arts | <input type="checkbox"/> Home office, clerical, computer and/or telephone-based services |
- Additional uses, including uses with appointments typically on an hourly basis or as scheduled, may be considered following the process of review for a Major Variance (*Please specify type of proposed home occupation*):
- _____

2. CONTACT INFORMATION

	Name: _____	Address: _____
APPLICANT	Phone: _____	Cell: _____
	Email: _____	Postal Code: _____

	Name: _____	Address: _____
OWNER	Phone: _____	Cell: _____
	Email: _____	Postal Code: _____

3. PROVISIONS FOR HOME OCCUPATION

- It shall be located within an accessory building, single-detached dwelling, modular dwelling, semi-detached dwelling, or duplex dwelling.
- The total Floor Area used for the Home Occupation shall not exceed 25% of the Gross Floor Area of the Dwelling or up to 46.5 sq m (500 sq ft) within the Dwelling; or, when the Home Occupation operates from an Accessory Building, the Accessory Building shall meet the regulations for maximum Gross Floor Area permitted on the property.
- The proprietor(s) of the Home Occupation shall live in the Dwelling in which the Home Occupation is located.
- There shall be a maximum of one (1) full-time employee or two (2) part-time employees, other than the proprietor, working inside or outside of the Dwelling. The proprietor(s) shall not exceed these requirements by contracting work out to other persons (employees) not located in the Dwelling.
- There shall be no external storage of materials and no outdoor animal enclosures which would indicate that any part of the Dwelling or Lot is being used for any purpose other than a residential use.
- There are no other Home Occupations on the property or in the Dwelling.
- No more than one (1) commercial vehicle shall be parked or stored on the Lot, but notwithstanding the foregoing, other vehicles may be parked or stored on the Lot in a wholly enclosed Building.
- Parking and Signage shall be subject to the regulations of the Zoning & Development Bylaw.
- The maximum number of clients permitted on the premise of appointment-based home occupations at any one time will be determined by Council.
- If Alterations or Renovations are required for the operation of the Home Occupation the proprietor shall obtain a Building Permit before commencing operation of the Home Occupation.

THIS IS AN APPLICATION ONLY

Page 1 of 2

See Reverse for Additional Information

4. PROJECT INFORMATION

Project Location/Address: _____

Type of Dwelling: _____
(no more than 2-units)

Answer the following questions with as much detail as possible. If more space is needed, use a separate document and attach to this application form.

- What will be the nature of your business?

- How many employees will you have, including the owner of the business? _____

- What is the total floor area of your dwelling? _____

- What will be the total floor area that will be used for your business? _____

- How many parking spaces do you have? _____

- Is your property currently being used for any other uses besides a dwelling?

No

Yes, please specify: _____

- What will be your days and hours of operation? _____

- Will clients and/or customers visit your home? _____

- How many visits per hour or day are anticipated? _____

- Provide additional details if necessary:

5. APPLICATION REQUIREMENTS

Complete Project Information (Section 4)

Floor plan of proposed home occupation (including parking plan)

Home Occupation Fees:

- \$50 (No renovations) OR \$5.50 per \$1,000 cost of construction, minimum \$50 (With renovations); or

- \$400 (If a Major Variance is required) and additional \$5.50 per \$1,000 cost of construction, minimum \$50 (With renovations)

6. DECLARATION & SIGNATURE

I do solemnly declare & certify that the information and documents provided in this application are true and complete, and are made with full knowledge of the circumstances connected with this Application.

SIGNATURE OF

APPLICANT: _____

DATE: _____

THIS IS AN APPLICATION ONLY

Page 2 of 2

See Reverse for Additional Information