

# Home Occupations

## Information Sheet



To facilitate economic development and foster entrepreneurship, many types of businesses can operate from a residence. The standards for home occupations are intended to seek a balance between a quiet, safe and aesthetic residential environment and the aspirations of home-based entrepreneurs. Business activities which may disturb neighbourhood peace are not permitted, and must locate in an appropriate commercial or industrial zoning district.

## Application Process

There are two types of approvals required before operating a business out of your home.

1. A **Development Permit** allows business activities to be conducted from a residential property and is regulated by the Town of Wadena's Zoning Bylaw No. 2/87.
2. A **Business License** allows you to operate your business in the Town of Wadena and is authorized by Business License Bylaw No. 04-18.

A single application form is intended for both types of approvals. The Home Occupation Application can be found on the Town's website or picked up at the Town Office.

Home occupations are discretionary in all residential districts within Wadena. This means that all applications require the approval of Council.

### Discretionary Use Process

1. Council is advised that an application has been made for a discretionary use.
2. At least 7 days prior to consideration by Council, public notice is provided to property owners within a 75 m radius of the proposed business location.
3. Council considers the application.
4. The applicant is notified of Council's decision.

Upon approval of Council, the development permit and business license will be issued.

## Development Standards & Regulations

- Home occupations or home-based businesses may be accommodated provided they are secondary to the principal residential use of the dwelling unit, compatible with the surrounding residential area and do not vary from the residential character of the neighbourhood.
- Home occupations may locate in dwellings and/or garages or accessory buildings.
- All business activities must be conducted entirely indoors.
- Home businesses must be operated by the resident or residents of the dwelling.
- Home occupations are permitted to have one permanent sign and one window sign, each no larger than 0.5 m<sup>2</sup> (5.38 f<sup>2</sup>).
- Other than the permitted signs, exterior display or storage of materials is not permitted.

### Community & Economic Development

# Frequently Asked Questions

## **How long is a business license valid for?**

All business licenses are valid until December 31<sup>st</sup> of the year they are issued. Licenses are renewed annually. A renewal notice will be sent to the mailing address on your license in December.

## **Is there a fee?**

The business license fee for home occupations is \$25. The fee must accompany the application.

## **I am a renter. Do I need the property owner's permission?**

No. Obtaining permission to operate your business from the property owner is not required when making an application, but it is recommended.

## **What if I need to renovate or make alterations to my home to accommodate my home-based business?**

If structural alterations to your home are necessary to accommodate the business, a building permit is required. A building permit from the Town of Wadena is required prior to the start of construction. A business license will not be issued until the appropriate building permits have been taken out.

## **Is there anything else I should know about starting a business?**

There are many necessary steps in starting a business and meeting municipal requirements is just one of those steps. For most businesses, there are provincial requirements for reserving a business name, registering a business entity, provincial sales tax, as well as federal requirements for goods and services tax. There may be other provincial and federal requirements depending on the nature of your business.

## **Where can I find out more about starting a business?**

For assistance, contact the knowledgeable business information officers at Square One, Saskatchewan's Business Resource Centre. The mission at Square One is to assist Saskatchewan entrepreneurs in preparing for the first steps of starting or growing their business. They offer quality services, information, and resources in person, over the phone, and through email to entrepreneurs across Saskatchewan. Resources include market research, business seminars, professional guest advisors, and business registration assistance. Square One works with a network of regional access partners ensuring that all small business owners have access to what government has to offer.



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