



HOME-BASED BUSINESS

A GUIDE TO HOME-BASED BUSINESSES IN THE MUNICIPALITY OF CHATHAM-KENT

INTRODUCTION

Home-based businesses are quickly becoming the fastest growing form of new business. Advances in technology as well as societal and economic changes, have enabled people to work from their homes. Operating a home-based business has many advantages. You can avoid the stress of a daily commute and gain the flexibility of choosing your own clients and creating your own schedule.

Home-based businesses are essentially small scale operations that allow people to work from their homes while not detracting from the residential character of the neighbourhood in which they live. It is important to note that any home-based business involving the handling or preparation of food must be in compliance with Ontario's [Food Premises Regulation](#). Compliance with this regulation is determined by the [Chatham-Kent Public Health Unit](#).

Home-based businesses constitute a growing trend and local residents need to gain an understanding of the Municipal Requirements of starting this type of business. In the Municipality of Chatham-Kent home-based businesses can be “home occupations” or “home industry”, both of which have requirements listed in the [Chatham-Kent Zoning By-law 216-2009](#). Additional information on the requirements for home-based businesses can be found online or by contacting Building Development Services by phone 519.360.1998/ 311 or by email at ckbes@chatham-kent.ca.

HOME OCCUPATION

“Home Occupation” means an occupation conducted entirely within a dwelling unit, by the occupants thereof, which is clearly incidental and secondary to the use of the dwelling for residential purposes.

A home occupation shall be permitted in any zone in a single-detached dwelling, semi-detached dwelling unit or row-house dwelling unit in accordance with the following provisions:

- not more than two on-site employees, including those residing on the premises, shall be engaged in such home occupation
- such home occupation is clearly secondary to the main residential use and does not change the residential character of the dwelling or lot in any manner visible off the property
- such home occupation does not create or become a nuisance, particularly in regard to noise, noxious odours, wastes, emissions of smoke, traffic or parking

- such home occupation does not interfere with television or radio reception in the vicinity
- a home occupation may include a licenced home childcare for six children or less, or an unlicensed home childcare for five children or less;
- not more than 25% of the gross floor area of the dwelling to a maximum of 55.75 sq. m shall be used for such use, but does not apply to a home childcare
- the home occupation shall not be conducted within an accessory building or a garage
- there shall be no outdoor storage of goods or materials
- no use shall be permitted which would result in a commercial vehicle being parked or stored on an adjacent street except for temporary parking to permit normal pick-up and delivery
- one unlit sign indicating the name and business of the occupant not exceeding 0.4 sq. m in area shall be permitted

HOME INDUSTRY

“Home Industry” means a gainful occupation conducted in whole or in part of an accessory building to a single detached dwelling.

A home industry shall only be permitted in an agricultural zone, in conjunction with a single detached dwelling in an accessory building in accordance with the following provisions:

- Not more than two on-site employees, not including those residing on the premises, shall be engaged in such home industry
- Such home industry is clearly secondary to the main residential use and does not change the residential character of the dwelling or accessory buildings
- No building or structure used for a home industry shall be erected, altered, renovated or used in a manner that precludes its use for purely agricultural purposes or a use accessory to a residential use
- Any equipment or machinery used or produced in the conduct of a home industry shall be of a small scale
- Not more than one accessory building with a maximum of 300 sq. m of gross floor area may be used for the purpose of the home industry
- Such home industry does not create or become a nuisance, particularly in regard to noise, noxious odours, wastes, emissions of smoke, traffic or parking
- Such home industry does not interfere with television or radio reception in the vicinity
- There shall be no open storage of goods or materials
- One unlit sign indicating the name and business of the occupant not exceeding 0.4 sq. m in area shall be permitted
- No use shall be permitted which would result in a commercial vehicle being parked or stored on an adjacent street except for temporary parking to permit normal pick-up and delivery

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DO I NEED TO LIVE ON THE PROPERTY THAT I OPERATE MY HOME-BASED BUSINESS FROM?

Yes. The business must be conducted by at least one of the residents of a dwelling unit located on the lot. One employee who is not a resident on the property is also permitted.

CAN I PUT UP A SIGN FOR MY HOME-BASED BUSINESS?

One unlit sign indicating the name and business of the occupant not exceeding 0.4 sq. m in area shall be permitted.

HOW MUCH SPACE CAN MY BUSINESS OCCUPY?

For home occupations not more than 25% of the gross floor area of the dwelling to a maximum of 55.75 sq. m. A home occupation shall not be conducted within an accessory building or an attached garage. For a home industry, not more than one accessory building with a maximum of 300 sq. m of gross floor area may be used.

ARE THERE ANY TYPES OF BUSINESSES THAT ARE NOT PERMITTED FOR A HOME OCCUPATION OR HOME INDUSTRY?

Yes, such home occupations that may create or become a nuisance, particularly in regard to noise, noxious odours, wastes, emissions of smoke, traffic or parking.

IS A BUSINESS LICENCE REQUIRED?

In some circumstances, a business licence may be required. Please refer to the [Business Licensing Guide](#) to determine if the home-based business you wish to operate requires a Municipal Business Licence. Some examples of

home-based businesses that will require a licence are:

- Personal Service Setting
- Food Premises
- Bed & Breakfast

WHAT ELSE DO I NEED TO KNOW?

Do I require a Business Name Registration?

A [Business Name Registration](#) is required if you are operating a business in a name that is different from your legal name.

Check if Type of Business is permitted and Building Code Requirements

Before you do any renovations it is important to know if your home-based business is permitted and if a building permit is required. For further information please contact Building Development Services.

519.360.1998/ 311 / ckbes@chatham-kent.ca

Inspections May Be Required

Home-based businesses that require a licence may also require an inspection. Different departments inspect different aspects of your business. Please contact the required departments to ensure you meet all requirements for your home-based business. If you need to contact individual inspectors or departments, call:

- o Municipality of Chatham-Kent Building Development Services department: 519.360.1998/ 311
- o Chatham-Kent Fire and Emergency Services (Inspections): 519.436.3270
- o Chatham-Kent Public Health Unit: 519.352.7270
- o ServiceOntario: 1.800.267.8097

WHO CAN I CONTACT TO ASK MORE QUESTIONS?

CHATHAM-KENT ECONOMIC DEVELOPMENT: HELPING BUSINESSES INVEST AND GROW FOR GENERATIONS

The team at Chatham-Kent Economic Development and Small Business Centre will help you start, grow, support and invest in your business. Economic Development is a municipal department focused on assisting the business community throughout Chatham-Kent – big and small – to strengthen our local economy. Economic Development and the Small Business Centre helps new and growing businesses find solutions that create investments and quality local jobs so people can live, work, play, and grow in Chatham-Kent.

Economic Development and the Small Business Centre

Address: 124 Thames Street, Chatham, ON N7L2Y8

Phone: 519.351.7700/ 311

Toll Free: 1.866.542.5994

Email: ckeds@chatham-kent.ca.

MUNICIPALITY OF CHATHAM-KENT BUILDING DEVELOPMENT SERVICES DEPARTMENT

The Zoning Department provides information on permitted uses and other information regarding the zoning of properties throughout the Municipality. The Building Department is responsible for the issuance of building permits for your property. It is useful to speak directly with a Building Official and discuss your project to determine if the plans comply with the Ontario Building Code and the applicable by-laws.

Building Development Services Department

Address: 315 King St W, Chatham, ON N7M5K8

Phone: 519.360.1998/ 311

Email: ckbes@chatham-kent.ca

MUNICIPALITY OF CHATHAM-KENT LICENSING DEPARTMENT

The main goal of any municipal business licence is to protect the health and safety of the public who use the service. It also helps ensure consistency for business owners and customers. The Municipality of Chatham-Kent's Consolidated Business Licensing By-Law provides detailed information on the rules and regulations for each licenced business located in Chatham-Kent.

Licensing Department

Address: 315 King St W, Chatham, ON N7M5K8

Phone: 519.360.1998/ 311

Email: cklicensing@chatham-kent.ca