

	PERS – Home Office Checklist	Planning, Engineering, & Regulatory Services
	<h2 style="text-align: center;">HOME OFFICE CHECKLIST</h2>	
Description		SECTION 1
<p>HOME OFFICE means a secondary use of a Dwelling Unit by at least one of the residents to conduct a business activity, which is restricted to office uses that do not involve the visitation of clients to the site and employment of non-residents.</p> <p>A Home Office may not have exterior open storage or display of goods, materials, or equipment; wholesale, sale, or retail sale of goods; require external modifications to the Dwelling and does not require the floor area of the Dwelling to be increased; include activities which are hazardous or cause a significant increase in traffic, noise, odor, dust, fumes, lighting or other nuisance or inconvenience to occupants of nearby residences; or signage. If you have any of these items, you can not be considered as a Home Office.</p> <p>For more information please see Section 6.19 of the Envision St. John's Development Regulations.</p>		
To Be Submitted:		SECTION 2
<p>Permit Fee (Inspection Services Fees and Rates)</p> <p>Survey – written description and Plot Plan showing all existing easements, encroachments, and Buildings (NAD 83 Coordinates).</p> <p>Floor plan which shows where the Home Office is located in the Dwelling (Please note that the Home Office should not exceed 20m²(square meters) in size). Dimensions of both the Dwelling and Home Office must be shown.</p> <p>Home Office Checklist</p>		
Checklist:		SECTION 3
<p>Type of Home Office: _____</p> <p>Is the Home Office located in the Dwelling? Yes No</p> <p>If the Home Office operated by a resident of the Dwelling? Yes No</p> <p>Will there be clients visiting the property? Yes No</p> <ul style="list-style-type: none"> If yes, refer to Home Occupation Checklist <p>Are there other employees who do not live in the Dwelling? Yes No</p> <ul style="list-style-type: none"> If yes, refer to Home Occupation Checklist 		

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Checklist Continued...		SECTION 3
<p>What is the floor area of the proposed for the Home Office (square meters): _____</p> <p>What are the proposed days and hours of operation of the Home Office? _____</p> <p>No change in the type, class or extent of the Home Occupation shall be permitted without the approval of the City.</p>		
Applicant Signature		SECTION 4
<p>By signing this checklist, you acknowledge that the information provided is accurate.</p> <p>Signature: _____ Date: _____</p>		
Privacy Statement		SECTION 5
<p>Collection of Personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your Plumbing Permit Application. Questions about the collection and use of the information may be directed to the Manager of the Regulatory Services Division, by email: building@stjohns.ca or by phone 709-576-8565.</p>		
Please submit completed form to:	Inspection Services 3 rd Floor Annex 10 New Gower Street P.O. Box 908 St. John's, NL A1C 5M2	Email: permits@stjohns.ca Fax: 709-576-8160 Call: 709-576-8565