



A Guide to the Home Occupation Approval Process

What is a Home Occupation Approval?

The *Home Occupation Approval* is a formal process that the Strathcona Regional District (SRD) administers when an application is made by an individual to operate a home-based business from their primary residence. The SRD does not issue "business licences." Bed and breakfasts (B&Bs) are also regulated by a home occupation approval.

Why do I need one?

The *Home Occupation Approval* process ensures that a business operating out of a residence does not negatively change the character of the neighbourhood in which it is located. This includes a limit on the amount of area of a home or accessory buildings that can be used for the business; signage; the number of commercial vehicles and employees; and for bed and breakfasts, the number of bedrooms that can be used. Please contact Planning Services for a complete list of zoning regulations that apply to home occupations.

What kind of business can I have?

Home occupations may include a trade, occupation, profession or craft carried on for remuneration or financial gain and which is accessory to the principal residential use on the property. The relevant electoral area zoning bylaw provides guidance on acceptable types of uses. Bed and breakfasts are intended for the provision of bedrooms within the home and the first meal of the day for the temporary accommodation of the traveling public. The home occupation must satisfy all conditions of the zoning bylaw to be approved.

How do I apply?

A Home Occupation Approval Application can be obtained from Planning Services at the SRD office or from the SRD website at www.srd.ca. You are encouraged to obtain further details and advice from the planning staff when making an application.

For more information contact:

Community Services Department / Planning Services
Strathcona Regional District
990 Cedar Street, Campbell River, BC V9W 7Z8
Tel: 250-830-6700 • Toll free: 1-877-830-2990 • Fax: 250-830-6710
Email: planning@srd.ca
Website: www.srd.ca

Application for a Home Occupation or Domestic Industrial Use Approval

1. Application

An application shall be completed upon a form provided by the regional district and shall deliver to the regional district together with such additional plans and particulars as may be required.

2. Fees

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. No processing of the application shall take place until the fee has been paid in full.

3. Refund

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

4. Cancellation

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one-year. Any extension approved by the regional board, whether for the maximum one-year or a lesser time, is subject to a payment of 50% of the original application fee.

5. Reapplication

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

6. Application Requirements

Applicants shall provide

- i) The **Application Form**, fully completed, and include authorizing signatures of the owner and/or agent.
- ii) Detailed **Site Plans** of the proposed use, noting the location of existing and proposed buildings, landscaping, any natural features, access/egress points, and any other information required by the regional district.

- iii) A **Surveyor's Certificate** completed by a B.C. Land Surveyor at the request of the regional district.
- iv) A **Written Brief** which describes the present and intended use of the site and reasons/rationale for the proposal.
- v) Where required, a current (dated not more than 12 months prior to the date of application) **Compliance Letter** and **Septic Report** addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit the Environmental Management Branch of Ministry of Environment. In addition, the regional district may forward the application to the Vancouver Island Health Authority (VIHA) for their review and comment. A **Letter of Support** from the VIHA may be requested from the regional district..

7. Processing

The following procedure will apply:

- i) Following receipt of a satisfactory application and payment of all the necessary fees, the application will be considered by the planning services.
- ii) Staff may contact the applicant to discuss any issues that arise during the review process and additional information may be required to support the application.
- iii) The application may be forwarded to other regional district departments and external government agencies for comments and review. Staff may contact the applicant to discuss any issues that arise during the review process.
- iv) After the planning services has dealt with the application, the applicant will be notified in writing of the outcome.
- v) If the application is approved, the planning services will notify BC Assessment and/ or Vancouver Island Health Authority. The applicant will be required to submit their emergency contact information to their local RCMP.



Application for a Home Occupation Approval

WHERE IS THE PROPERTY?

Legal Description		See your Tax Assessment Notice or Certificate of Indefeasible Title)	
Name of Street:		Street Number (if known):	

OWNER

Name(s):			
Mailing Address:			
City:		Prov:	Postal Code:
Tel:		Business Tel:	Fax:
Cell:		Email:	

APPLICANT

(NOTE: a letter of agency is required if the applicant is not the property owner)

Name(s):			
Mailing Address:			
City:		Prov:	Postal Code:
Tel:		Business Tel:	Fax:
Cell:		Email:	

ADDRESS? Yes No

WILL THE HOME OCCUPATION BE OPERATED IN:

<input type="checkbox"/> Residence	Total Floor Area of Residence:		Total Floor Area of Home Occupation in Residence:	
<input type="checkbox"/> An Accessory Structure	Total Floor Area of Accessory Structure:		Total Floor Area of Home Occupation in Accessory Structure	

THIS WOULD REQUIRE AN ADDITION OR A NEW BUILDING; OR NO NEW CONSTRUCTION

NAME OF BUSINESS: _____

BRIEF DESCRIPTION OF TYPE OF BUSINESS AND SERVICES PROVIDED: _____

ARTICLES PRODUCED: _____

DAYS AND HOURS OF OPERATION: _____

FLOOR AREA USED TO SELL ITEMS NOT MADE ON SITE: _____ NUMBER OF EMPLOYEES: _____

Date Received:	Received By:	File No.:
PID:	Folio:	

Bed and Breakfast Only:

Maximum accommodation (# of guests): ____ Number of rooms used for guests: ____

Number of off-street parking spaces available: Residents: _____ Guests: _____

Operation Dates: All year

From (date) _____ to _____

Will there be a hot tub, pool, or sauna for guest use? If so, Ministry of Health approval will be required.

SIGNATURES OF REGISTERED PROPERTY OWNERS(S)

AND / OR APPLICANT(S):

APPLICANTS (Same as Owner)

REGISTERED OWNERS

Attach the required site plan, title search and any other written material to support your application. Once fully completed, please submit the application to the planning department. If you have any questions or require clarification, please contact the planning department at 250-830-6700 or 1-877-830-2990 during our normal business hours of 8:30am to 4:30pm, Monday through Friday, except statutory holidays.

OFFICE USE ONLY:

MAP #: _____ ZONE: _____

BYLAW: _____ ALR/FLR: _____

LOT SIZE: _____

Building Permit Required? No Yes Reviewed by _____

MINISTRY OF HEALTH APPROVAL REQUIRED: No Yes (Copy of Approval attached)

APPROVALS AND CONDITIONS

Approved: Approval Denied: Reason: _____

Approval Subject to Conditions : _____

Reviewed By:

Approved By:

Date:

This approval is for the development proposed on this application only and does not constitute approval for any other development on the property.