

## **Setting-up a business in your home**

*By Sherry Sparks*

### **What you should know about home-based businesses**

Please note that articles August and September were to be multi parts articles. Due to updates being done in some by-laws, the September article was not the follow-up to the previous month. Thank you for your patience.

*So you're ready to start your own business and consider your home to be the ideal spot? Whether you're already operating a business from home or are thinking about it, you need to be sure that you're meeting all safety, zoning and building code requirements.*

### **What is considered a home-based business?**

According to the City of Moncton Zoning By-Law Z-202, home-based businesses (home occupations) means a secondary use, which is clearly incidental and secondary to the residential use of the property conducted in a portion of a dwelling unit.

### **What surface area can a business occupy in my home?**

No more than 25 percent of the gross floor area of the dwelling unit can be devoted to the home occupation.

### **What types of businesses are permitted?**

A home occupation can include the following types of uses:

- a business office or home office
- a home personal service shop
- a home instructional service
- a home domestic and household art workshop
- a home trades business
- a home repair shop
- Etc.

### **Whether I have a single, two unit or multiple-unit dwelling, what do I need to know about zoning?**

Not all things are permitted in all zones or in all types of buildings. A consultation with your Development officer is recommended and is free of charge. You can contact the Greater Moncton Planning District Commission (GMPDC) at: 857-0511.

### **What permits do I need to apply for?**

Home-based businesses need to apply for a Development permit and a Building permit.

There are, however, specific exceptions that fall into a category of their own such as daycares and private schools. For example, those wanting to set-up a daycare will need to make an application for Terms and Conditions to address safety issues related to traffic circulation, parking and off-street parking issues, as well as other matters related to the health, safety and welfare of the general public. This means that a public application process will be required and will be subject to approval.

### **What is the cost associated with the permit application process, etc.?**

The basic development permit is \$25. For certain types of businesses, you'll need to make an application through Terms and Conditions at the cost of \$250.00. In certain specific cases, such as daycares, you'll also need a Zoning Compliance Letter, which costs \$100.00.

### **Once I apply for a permit, how long does the entire process take?**

You need to reserve typically anywhere from one to eight weeks for the entire process depending on the type of project and approval level required e.g. staff or Commission. The Greater Moncton Planning District Commission committee meets on the 4th Wednesday of each month to review submitted requests in the Moncton City Council Chambers, 655 Main Street in Moncton. Applications must be received by the last business day of the previous month. For more information on the Commission's meeting schedule, please consult the GMPDC's website at: <http://www.gmpdc.ca/meetings.php>.

### **Which documents do I need to submit?**

You'll need to submit an application for a Building permit and Development permit including floor plans as well as a site plan showing buildings, parking, etc.

*Sherry Sparks is the director of Building Inspection for the City of Moncton. She holds a diploma in Civil Engineering Technology and a Bachelor of Science in Civil Engineering. Sherry has been working in the field for 27 years, is currently President of the New Brunswick Building Officials Association and became a fellow of Engineers Canada in 2008. For more information on building guidelines and permits, visit the Housing and Building section of our website ([moncton.ca](http://moncton.ca)), e-mail questions to [info@moncton.ca](mailto:info@moncton.ca), or call 856-4375.*