

Ottawa Home-based Business Guide

About this guide

The Ottawa HBB Guide is organized into three sections: Thinking, Starting, and Growing. The Thinking section will help you to assess whether a home-based business is a good fit for you. The Starting section provides information about developing a business plan, registration and permits, and getting organized. Finally, in the Growing section, you will read about things to consider as your business increases in size or complexity.

There are City of Ottawa by-laws applicable specifically to home-based businesses, and these are provided at the end of this booklet. There are also certain federal and provincial requirements that apply to all businesses, such as registration and taxation. Although these requirements are noted in this guide, it is strongly advised that you consult the references provided for more detailed and up-to-date information.

This resource is not intended to be a comprehensive business planning tool, but serves to highlight some of the considerations and opportunities unique to HBBs. Throughout the Guide, you will also find comments from Ottawa HBB owners who have shared some of their experiences.

What is a home-based business?

A home-based business (HBB) is a business where the main office is located in the business owner's home. The owner may spend most of his or her time working at home, such as a home daycare provider, or may travel to provide services to clients, such as a plumber.

Some entrepreneurs start a new business from home to save the cost of renting space while the company is small and revenues are unpredictable. For others, being able to work at home is the whole point of starting a business in the first place. No matter what your motivation for considering an HBB, the Ottawa HBB Guide will help you with your planning and point out some of the things you should know.

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Eight questions to test your knowledge about HBBs in Ottawa

Try this quiz to see how much you already know about operating a home-based business in Ottawa. Are these statements True or False?

1. All home-based businesses in the City of Ottawa require a licence. T / F
2. Only one business may be operated from a home at any given time. T / F
3. The regulations that apply to home-based businesses vary depending on the zone (Rural Countryside, Agricultural, Residential, etc.) in which the residence is located. T / F
4. There is a limit to the proportion of a dwelling's space that a home-based business may occupy. T / F
5. A home-based business may have up to five non-resident employees working on-site. T / F
6. The City of Ottawa Signs By-law permits signage for home-based businesses. T / F
7. Where a home-based business sells on the premises, it may sell only those items that are made on the premises. T / F
8. There are some businesses that may not be operated from a residence. T / F

Thinking

Whether you are a first-time entrepreneur or have started businesses in the past, thinking about starting a new business can be exciting and sometimes overwhelming. Thinking through all aspects of your business concept up front will help ensure you start in the right direction.

Is HBB right for me?

Whether an HBB is the right fit depends both on the nature of the business as well as the individual. Here are some of the advantages and disadvantages to consider:

Advantages

- No commuting (saves time, cost, and the environment)
- Flexibility as to when and how work is done
- No office rental costs
- Some tax benefits
- All the advantages of being your own boss

Disadvantages

- Not being able to "get away" from work
- Need for dedicated space within the home
- Regulations place certain limitations on the nature and scale of the business activity
- May be less accessible to clients
- Isolation

There may be additional advantages and disadvantages that apply to your personal situation. To what extent do you agree with the statements below? If they all apply to you, then you have many of the qualities required to manage a successful HBB:

- I am self-motivated, organized and like to make my own decisions
- There is enough space for me to work at home and safely store my business-related items
- I can ignore distractions such as T.V. or home chores when I need to get work done
- I am confident about my abilities to serve my clients
- My family supports my business idea and understands that I will need some uninterrupted time to work at home
- I can access a network of people who can provide support
- I like to work independently, but know where to get help if I need it
- I enjoy challenges and am prepared to work hard
- I can learn and adapt easily

Setting objectives and expectations

Be clear about what you hope to achieve through your HBB. Are you looking for a way to cover the costs of a favourite hobby, or provide an income for your family? Do you expect this to be a temporary arrangement or long term solution? How you plan your business will depend on your objectives. It is helpful to set short-, medium- and long-term objectives. Your business objectives may focus on revenue or profit, but since an HBB is also a lifestyle choice, you should also consider personal and family objectives. Think about the following questions:

- How much time do I expect to spend working daily? Weekly? Will this change over time?
- What level of income will I need from this business?
- How will I manage vacation time, training or time off due to illness?
- Will other family members be involved in the business?
- How will my business impact the need for child care or other home services?
- Do I want my business to eventually grow beyond my home office?

Business ideas

You may already have a product or service you are ready to sell. But if you are looking for ideas, there are lots of resources to help you. Before you jump in, be sure it is something you will enjoy doing since it will be a big part of your life. Build on skills and networks you already have, but recognize that you may need some additional training to reach your goals. Here are just a few examples of businesses that typically work well from a home environment:

- Trades (home renovations, carpentry, plumbing, etc.)
- Professional Services (legal, accounting, consulting, etc.)
- Home Daycare
- Personal Services (esthetics, cleaning service, music lessons, tutoring, etc.)
- Tourism and Agritourism
- Artists and Artisans
- Writers and Editors
- E-Business, Internet and Computer Services, including website design and maintenance

For more business ideas, consult the resources available through the Entrepreneurship Centre at www.entrepreneurship.com.

When you are looking for a new business idea, be aware of scams and multi-level marketing schemes offering unrealistically large or quick incomes for “easy” home-based businesses. Do not pay for start-up kits or directories over the Internet. It is always a good idea to consult a lawyer or accountant prior to purchasing a franchise, license or existing business.

Investigating feasibility

Research your idea to determine whether you will be able to turn it into a viable business. You should be comfortable with your answers to the following questions:

- Is there a need for the product or service I propose, and will people be willing to pay for it?
- How will I reach my customers? What kind of competition will I face?
- What level of initial investment will be required, and how will I secure financing?
- How might demand for my product or service change over time?
- Will I generate enough sales to cover costs, including a salary for myself?

If your idea looks promising, you will answer these questions in more detail in your Business Plan (described in the next section).

Can I do it at home?

Once you have a new business idea, consult applicable City of Ottawa regulations to ensure that your plans will be permissible as a home-based business where you live. First, you will need to know what zoning applies to your residence, since certain types of businesses are allowed only within certain zones. If you are not sure about your zoning, you can check ottawa.ca or contact your Client Service Centre. City of Ottawa regulations that apply to specifically home-based businesses are provided at the back of this document. For any other questions or help with interpreting the regulations, please call or visit your nearest Client Service Centre.

What about telecommuting?

You can work from home as an HBB owner or as a “telecommuter” - the main difference is who owns the business.

Telecommuting or “telework” allows employees to carry out their work responsibilities away from the employer’s normal place of business via telephone and Internet. As someone who telecommutes, what you do, how, and even when you do it, may all be controlled by the employer – even though you may be at home across town or in another country. Your income comes from the employer.

With a home-based business, however, you are the owner and fully responsible for all aspects of operating your business, including your income. The guidelines and regulations described in this Guide apply to both HBBs as well as telework.

Starting

Once you have decided to move ahead with establishing a home-based business, you are ready to take the next steps toward entrepreneurship. The effort you invest in planning will help you make wise decisions and create a strong foundation to support the future success of your business.

Preparing a business plan

A business plan serves as a detailed feasibility study as well as a future guide for your business. You will be asked to submit one if you apply for financing, but it is highly recommended that you prepare a business plan even if it is just for yourself. In preparing your business plan, you will outline exactly what steps you will take to establish and operate your business. Going through this process will help to identify any areas where you might need more information or help. You will also identify risks and opportunities so you can be prepared for “best case” and “worst case” scenarios.

If your HBB is a relatively small business with little up-front investment, your business plan might only be a few pages long. The more complex the business, the more detailed the business plan should be. Resources to help you develop your business plan are available from the Entrepreneurship Centre.

Four key parts of a business plan:

- a. Introduction to Your Business
 - A short description of the business, including highlights of how its product(s) or service(s) will be created and marketed
 - The company profile, stating who owns the business, when it was (or will be) established, and all the contact information
- b. Operating Plan
 - Details on how you propose to make the products or deliver the service you will sell. Include information about employees and suppliers (if relevant), facilities and any equipment needed. Are there any risks to consider?
 - What skills or previous experience do you have that makes you confident in your ability to successfully manage this business?
 - Specify any applicable regulations and taxes and how you will ensure compliance.
 - Will you need to protect your intellectual property through copyright, patents or trademarks? Are there any other legal considerations?
- c. Marketing Plan
 - Provide a detailed description of your product/service and how it compares to the competition.
 - Describe your target market and why you expect them to be interested in your product/service. What research have you done to confirm this?
 - Describe how you determined the prices or fees you will charge. How do you plan to promote and distribute your product or provide your service?
- d. Financial Plan
 - Determine your start-up costs and ongoing monthly operating costs.
 - How long will it take before you start generating sales, and how will you cover your expenses until then?
 - How much revenue will the business have on a monthly basis?
 - Identify the best case and worst case financial scenarios.

Choosing a business structure

The business structure defines how the business is owned and governed. Different structures have different legal and tax implications. In Canada, there are four options relevant to HBBs, each with certain benefits and considerations:

Sole Proprietorship – This is the simplest and most common business structure for self-employed people. The business is owned and operated by one person, and can operate under the owner's name, although you may choose to register a different name. As a sole proprietor, you are personally responsible for all the debts and liabilities of the business. Business income is reported on the owner's personal income tax filing. It is possible to start as a sole proprietorship then change to a different structure later as the business grows or your needs change.

Partnership – A partnership allows two or more people to share the investment, risk, profits, and responsibility of the business. The partnership must register its name and provide information about each partner. It becomes a legally binding business relationship in which all partners become liable for the actions of the others. Although not legally required, a formal agreement outlining terms and conditions of the partnership, including the decision-making protocol, is strongly advised. As with a sole proprietorship, income from a partnership is declared on the partners' individual income tax forms.

Corporation (“Limited Company”) – A business that has been incorporated is a legal entity separate from the owner/shareholders. This is a more complex structure, but allows greater flexibility regarding investment and the distribution of profits in the form of payments to shareholders (which can be family members). Assets are owned by the corporation, not the individual. Businesses may be incorporated either provincially or federally. The process involves a fee, and will likely require assistance from a lawyer. Corporations must file annual corporate tax returns.

Business Cooperative – This is a special form of a corporation where each member (shareholder) works as part of the business and has one vote in decision-making. The members might each produce different items that are then marketed collectively, or may all contribute to delivering the same product or service. For an HBB that is a business cooperative, members work from their own homes, but may use one home or a rented location as the primary business site. Consult the Canada Cooperatives Act for the specific requirements that must be met to qualify as a Cooperative.

If you are not sure which business structure will best meet your needs, consult a lawyer or accountant who serves self-employed clients and small business. The Entrepreneurship Centre offers 30-minute legal and accounting consultations for a minimal fee.

Registration and licences

Depending on the business structure you choose, you may need or want to register your business name. You can register a name provincially or nationally.

Most businesses in the City of Ottawa do not require a municipal business licence. However, certain types of businesses do, including: auctioneers, driving schools, snow plow contractors, food premises, adult entertainment, limousine services, second-hand goods shops, salvage yards, and exotic animal businesses. Note that with some exceptions, most of these businesses are not permitted to be operated from a residence.

For help in finding out what licenses and permits your business may require, use BizPaL (Business Permits and Licenses), an online tool that provides businesses with one-stop access to information about permits and licenses from multiple levels of government. BizPaL is accessible via ottawa.ca/bizpal.

Will I need to charge tax?

That depends. In Ontario, retail sales tax (PST) must be charged on most goods and some services. Some things, such as food and children’s clothing, are PST exempt. Consult www.serviceontario.ca for more information.

If your business has gross sales over \$30,000, you must collect GST on behalf of the federal government. If your sales are less than \$30,000, the collection of GST is optional, but once you register for GST you must continue to collect it regardless of future sales. Although the collection and remittance of GST involves some paperwork, it also allows you to claim back some or all of the GST paid on business purchases. In addition, charging the GST can add credibility since clients will not know if the company’s sales are below the \$30,000 threshold. Consult Revenue Canada for the most up-to-date information on the GST and all tax-related issues.

Organizing your home workspace

The physical space and equipment needs of your business should also be planned in advance. Whether you have a dedicated room that will serve as a “home office” or not, you will need to identify an appropriate location in your home to work and keep your business files, supplies, etc. Try to keep business items separate from personal and family things.

If you share your home with others, this is a good time to think about “house rules” that will help maintain home and business harmony. Here are some things to consider:

- Will the business have fixed hours of operation? If you choose to maintain a flexible schedule, how will others know when you need to focus on work?
- Will your business have a separate telephone and/or fax line? If not, will you need to establish protocols for answering the phone and taking messages?
- Will you need to upgrade your Internet service or purchase dedicated computer or office equipment?
- Will you be using any tools or supplies that might pose a safety hazard to children or pets?

Speak with your insurance broker to see whether you need additional home, property or liability insurance to cover your business activities. If you have employees, you may also be required to register for Workplace Safety Insurance (check www.wsib.on.ca). As a business owner you can also apply for optional Workplace Safety coverage for yourself.

Finally, consider how you want your business to be viewed by prospective customers. Professional looking business cards and letterhead is a small investment that gives instant credibility. If you will have customers coming to your premises, you might want to have some kind of signage. HBBs may have one sign on the lot. Information regarding sign permits is provided on the City of Ottawa website, ottawa.ca, as part of Building Code information. The [Signs By-law](#) may also be accessed directly from the alphabetical listing of by-laws on the website.

Growing

Managing a growing business deserves just as much attention as starting a business, although some of the issues you face might be different. The skills needed to manage a mature or growing business are also different than those you needed for the start-up phase.

Is bigger better?

Once your business is established, you will want to monitor your progress against the original objectives you set. Assess the financial and sales performance of the business as well as other criteria such as your workload. Set realistic growth targets, and examine the implications of future growth on your situation as a home-based business owner. Will increased volume require you to hire employees or relocate the business outside of your home? Are you prepared to spend more time “managing” and less time devoted to the direct creation and delivery of your product or service?

Planning for growth

It is a good idea to revisit your original business plan and update it to reflect your strategy for future growth. Can you support planned growth through existing profits or will you require external financing? Do you need to consider a new approach to sales or marketing to reach additional customers? Will you need to expand your staff or space, or upgrade equipment?

Creating templates or investing in software for anything you find yourself doing repeatedly will also help to handle higher transaction volumes. If you think you might bring on a partner or new staff, then documenting processes and procedures will help prepare for a smooth transition. Consult the Entrepreneurship Centre website for a description of things you should know if you are considering hiring staff.

Although the Ottawa Comprehensive Zoning By-Law permits HBBs in any dwelling unit, the number of employees permitted varies. Only one non-resident employee is permitted in a principal dwelling unit (three employees if in an Agricultural or Rural Countryside Zone). Non-resident employees are not permitted in other types of residences.

Have you outgrown your home?

If closets are overflowing and you are starting to use floor space throughout your home to store supplies and files, then chances are you have outgrown your current space. Except for businesses operated in a rooming unit or garage, the amount of floor space that can be dedicated to the HBB is the greater of either 28 m² or 25 per cent of the total area of the home. Sometimes, a new storage unit or improved layout can help, but you may eventually reach the limit of what can be done within your house or apartment. If you just need a little more elbowroom, you might consider putting an addition on your house or renting storage space. (Outdoor storage for home businesses is permitted in Rural Countryside and Agricultural Zones only.)

Sometimes physical space is not the only issue. If the traffic, parking or noise generated by your business is becoming a nuisance in your neighbourhood, you may need to relocate to a commercial area. If you are considering moving all or part of your business into commercial space, start by assessing your needs: How much of each type of space will you need (office space, meeting space, assembly area, storage or warehouse space)? Do you need a retail location that is convenient for customers? Will you commute to the new location or use it mainly as a workplace for employees?

Perhaps your business has not grown, but your family has. Or maybe you are interested in spending more time outside the home. For some HBB owners, the business is such an integral part of their lives that they would rather move to a new home than move the business out. For others, it was intended only as a temporary solution. Whatever the circumstances, it is a good idea to reassess your situation from time to time, set new objectives, and determine whether the HBB arrangement is still appropriate.

Answers to Quiz

1. False. Certain businesses require a municipal licence to operate in the City of Ottawa for the protection of public health and safety. With a few exceptions, those businesses that require a business licence according to Ottawa's by-laws are not permitted as HBBs.
2. False. There is no limit to the number of businesses that may be operated in one dwelling unit, as long as maximum space limitations are observed and all other applicable regulations are met.
3. True. Certain types of businesses (eg. vehicle storage) may be permitted in one zone but not in another. Certain other regulations, such as those that apply to outdoor storage and the maximum number of employees, also vary. It is important to know what zoning your HBB is in.
4. True. The total size of all businesses per dwelling may be up to 25% of the dwelling unit's floor space, or 28 m² whichever is greater. Businesses operated within a rooming unit or an attached garage have different limitations, as do HBBs in Agricultural or Rural Countryside zones.
5. False. HBBs in Agricultural or Rural Countryside zones may have a maximum of three on-site non-resident employees per principal dwelling unit, while HBBs in all other zones may have only one such employee. On-site, non-resident employees are not permitted for HBBs in secondary dwelling units, rooming units or apartment dwellings.

6. True. One sign is permitted for all the home-based businesses on the lot. There may be no other visible indication of any home-based business from the street. For information about signage and permits for signs, refer to the Signs By-law No. 2005-439.
7. True. An exception is made for telemarketing and mail order sales, which are permitted as long as any merchandise purchased is delivered or mailed directly to the customer.
8. True. Businesses that require a City of Ottawa business (not professional) licence generally are not permitted as home-based businesses, with some exceptions that depend on zoning. Also, any HBB that becomes a nuisance due to noise, odour, traffic, etc. will not be permitted.

HBB Regulations

The zoning regulations shown here were approved by Ottawa City Council as part of the Comprehensive Zoning By-law, in effect as of June 25, 2008.

Definitions:

Home-based business means one or more businesses operated by a resident as secondary and subordinate uses to a residence or farm, and includes a home-based day care.

Apartment Dwelling, Low Rise means a residential use building of four or fewer storeys in height containing four or more principal dwelling units, other than a Multiple Attached Dwelling or Stacked Dwelling.

Apartment Dwelling, Mid-High Rise means a residential use building of more than four storeys in height containing four or more principal dwelling units, other than a Multiple Attached Dwelling.

Converted Dwelling means a residential use building that has been altered to increase the number of principal dwelling units to three or more.

Detached Dwelling means a residential use building that contains only one principal dwelling unit.

Duplex Dwelling means a residential use building containing two principal dwelling units that are divided horizontally.

Multiple Attached Dwelling means a residential use building containing three or more attached principal dwelling units divided vertically.

Semi-detached Dwelling means a residential use building containing two attached principal dwelling units that are divided vertically, with each unit having lot frontage except where located within a planned unit development.

Dwelling Unit means a residential unit that:

- i. consists of a self-contained set of rooms located in a building or structure;
- ii. is used or intended for use as a residential premises;
- iii. contains kitchen and bathroom facilities that are intended for the use of the unit only ; and
- iv. is not a mobile home or any vehicle.

Secondary Dwelling Unit means a separate dwelling unit subsidiary to and located in the same building as an associated principal dwelling unit; and its creation does not result in the creation of a semi-detached dwelling, duplex dwelling, three-unit dwelling or converted dwelling.

Three-unit Dwelling means a residential use building originally constructed to contain three principal dwelling units divided horizontally.

Rooming unit means a room, or a suite of rooms, that constitutes a separate, independent residential occupancy, but which is not self-contained and which requires access to other parts of the principal dwelling or building intended to serve the residents, including kitchens, eating areas or bathrooms.

For additional definitions, please refer to the [Zoning By-law](#).

Home-Based Business Provisions (Section 127)

127.

1. Home-based businesses are permitted in any dwelling unit, secondary dwelling unit or rooming unit, in any zone that permits residential uses provided:
 - a. they must not become a nuisance because of noise, odour, dust, fumes, vibration, radiation, glare, traffic, or parking generated;
 - b. they must not become a fire or building hazard or health risk;
 - c. they must not interfere with radio, television or other telecommunications transmissions;
 - d. one or more residents may operate a business; and
 - e. the operators of the home-based businesses must reside in the dwelling, secondary dwelling unit or rooming unit from which the home-based business is conducted, including when the business is in operation.
2. Any number of businesses may exist provided the cumulative maximum total gross floor area outlined in either subsection (10) or Section 128(3), as the case may be, is not exceeded.
3. Despite the unlimited number of businesses permitted, a maximum of only one, on-site, non-resident employee is permitted per principal dwelling unit.
4. On-site non-resident employees are prohibited in association with any home-based business located within a secondary dwelling unit, rooming unit, or dwelling unit within an apartment dwelling, low rise or an apartment dwelling, mid-high rise.
5. No more than one client or customer may be attended or served on-site at any one time by any home-based business within a principal dwelling unit.
6. No client or customer may be attended or served on-site in the case of any home-based business located within a secondary dwelling unit, rooming unit, or dwelling unit within an apartment dwelling, low rise or an apartment dwelling, mid-high rise.
7. Where any parking is required for the home-based business, such space may be located in the driveway.
8. There is no visible display or indication of any home-based business from the street, other than the maximum of one sign for all home-based businesses on the lot, as provided for in the Signs By-law.
9. Home-based businesses must not involve the use of the premises as a dispatching office or supply depot.
10. Any number of home-based businesses is permitted on a lot which permits a residential use, either within the dwelling unit, rooming unit or secondary dwelling unit, or within an attached garage on the lot, provided that:
 - a. if within a dwelling unit or secondary dwelling unit, the cumulative size of all home-based businesses per dwelling unit or secondary dwelling unit must not exceed 25% of the unit's gross floor area or 28 m² whichever is the greater;
 - b. if within an attached garage, the cumulative size of all home-based businesses must not exceed a maximum of 54m², and the required parking for the dwelling unit must continue to be legally provided on the lot;
 - c. if within a rooming unit, no maximum size limit applies, but the home-based business must take place solely within the rooming unit and not within any communal area within the building; and
 - d. In the case of subsections (a) and (b), the cumulative total is for all home-based businesses within the principal dwelling unit and attached garage combined, with a separate cumulative total applicable to the secondary dwelling unit, and not for the principal dwelling unit, attached garage and secondary dwelling unit combined.
11. The business of storing automobiles, buses, boats, recreation and any other types of vehicles is specifically prohibited.
12. Outdoor storage is prohibited.

13. Where a home-based business sells on the premises, it sells only those items that are made on the premises. Despite the foregoing, telemarketing and mail order sales are permitted provided that any merchandise purchased is delivered or mailed directly to the customer.
14. Businesses that require a business, not professional, license under the City of Ottawa's licensing by-laws are not permitted, except that the following businesses requiring licenses are permitted:
 - a. electricians and electrical contractors;
 - b. plumbing contractors;
 - c. taxi cab and limousine drivers, but not brokers, to a maximum of two taxis or limousines; and
 - d. hair salons, limited to a maximum of two coiffeur chairs.
15. Nothing in subsection (14) prevents the administrative and indoor storage functions of such licensed businesses from being operated as a home-based business provided such functions comply with the provisions of subsections (1) through (13) inclusive.

Home-Based Businesses in RU and AG Zones (Section 128)

128. On lots zoned RU-Rural Countryside or AG-Agricultural that are a minimum size of 0.8 ha, the following additional regulations apply to home-based businesses:

1. The regulations of Sections 127(1), 127(2), Section 127(4) through 127(10), and Sections 127(13) through 127(15) apply.
2. Despite the unlimited number of businesses permitted, a maximum of three, on-site, non-resident employees are permitted per principal dwelling unit.
3. Home-based businesses are permitted in the dwelling unit, secondary dwelling unit, rooming unit, garage and accessory buildings to a cumulative maximum of 150 m², excluding outdoor storage associated with the home-based businesses.
4. Section 127(7) applies with all necessary modifications.
5. In the case of subsection (3), the cumulative total is for all home-based businesses within the principal dwelling unit, garage and accessory buildings combined, with a separate cumulative total applicable to the secondary dwelling unit, and not for the principal dwelling unit, garage, accessory buildings and secondary dwelling unit combined. If within a dwelling unit or secondary dwelling unit, the cumulative size of all home-based businesses per dwelling unit or secondary dwelling unit must not exceed 25% of the unit's gross floor area or 28 m² whichever is the greater; and if within a rooming unit, no maximum size limit applies, but the home-based business must take place solely within the rooming unit and not within any communal area within the building.
6. Section 127(2) applies with all necessary modifications.
7. In addition to the types of licensed businesses permitted under subsection 127(14), snow plough contractors, drain contractors, antique dealers and any business of storing automobiles, buses, boats and recreation vehicles are also permitted, subject to paragraph 127(1)(f).
8. Sales areas are restricted to within principal dwelling units and accessory buildings only.
9. No part of any garage or accessory building used for a home-based business may be located closer than 10 metres to any residential use on another lot, or to the side lot line if the neighbouring lot is not developed with a residential use.
10. A maximum cumulative 5% of the lot area or 100 m², whichever is the lesser is permitted to be used for outdoor storage associated with all of the home-based businesses combined.
11. The permitted outdoor storage is restricted to the rear yard or to an interior yard adjacent to the rear yard.
12. The outdoor storage is not to be located within 10 metres of any side lot line.
13. The outdoor storage must be screened from view from any abutting public street, or abutting property, with an opaque screen or fence, with a minimum height of 1.4 metres.
14. On-site storage of hazardous chemicals or explosives is prohibited.
15. No open storage may lead to the creation of a salvage yard.
16. Section 126 sets out the regulations applicable to the parking of heavy vehicles.
17. For lots zoned in an EP subzone where a dwelling is permitted, the associated home-based businesses are subject to the regulations of Section 127 only and Section 128 does not apply.

Home-Based Day Care (Section 129)

129.

- a. Home-based day care with accommodation for up to five persons is permitted as a home-based business in any principal dwelling unit that is a permitted use in the zone in which it is located.
- b. Home-based day care permitted under subsection (a) is subject to the regulations of Section 127.
- c. Despite subsection (b), and 127 (2), only one home-based day care is permitted in any one principal dwelling unit.
- d. Despite 127(1), 127(2) and 127(10), home-based day care must only be in a principal dwelling unit.
- e. Day care with accommodation for more than five persons is not permitted as a home-based business.