

The City's Home-Based Business By-law 5195/98 permits a business to operate legally from a permanent residence with certain limitations.

As defined, a "home-based business" is as an accessory business or occupation conducted in a dwelling unit by a resident of that dwelling unit. The business or occupation must be clearly subordinate to the primary residential use of the unit and must not create a public nuisance or adverse effect on surrounding lands or in the neighbouring community.

The business may only occupy 25 percent of the finished floor area of a dwelling unit, to a maximum of 50 square meters.

Pick-ups and deliveries to the home-based business must take place between 6:30 am and 8:00 pm.

With the exception of one sign for identification purposes, the business shall not have any outdoor storage or display. The sign shall not be internally-illuminated and must be less than 0.2 metres squared.

### **Prohibited Home-Based Business Uses**

The following are prohibited from operating as a home-based business:

- animal hospital / veterinarian clinic
- heavy machinery repair, sales or service
- kennel / animal boarding service
- restaurant (any type of eating / drinking establishment)
- retail store or wholesaling
- taxi service
- vehicle repair, sales or service (including audio / video equipment)
- warehousing

Please complete one (1) application per Home-Based Business. Please also provide:

- \$80.00 fee made payable to the City of Pickering.
- A copy of Articles of Incorporation, business name, or partnership registration, as the case may be.
- A copy of any Provincial or other agency document required in order to conduct this business.
- Home-Based Business Information is available on our website at [Home Based Business Licence](#).

**Please note that if the Home-Based Business is to be located within an apartment building or a dwelling governed by condominium corporation, the apartment management or condominium corporation's regulatory rules prevail for restrictive commercial activities in the unit than those of the City of Pickering. A written declaration from the property management or condo corporation authorizing the use of a unit for a home-based business shall be submitted with this Licence application.**

**Submit completed application form to the City of Pickering, Clerk's Office, One The Esplanade, Pickering, ON L1V 6K7, 905.420.4611.**

**Applicant Information**

First Name  Last Name

Full street address of the dwelling unit in which the Home-Based Business will be operating from:

Street Address  Unit No.

Legal Description

Lot  Concession  Plan

Other  Roll No.

City  Province  Postal Code

Home Phone No.  Fax No.

Mailing Address - check box if same as above. If different specify in the fields below.

Street Address  Unit No.

City  Province  Postal Code

Are you a resident at the above address?  Yes  No

Is the Home-Based Business operating from a dwelling that is governed by a condo corporation or property management company?  Yes  No

Do you have a written declaration from the property management or condo corporation of the dwelling authorizing the use of the dwelling unit for a Home-Based Business?  Yes  No

Are you the sole proprietor of the Home-Based Business?  Yes  No

Are you a partner of the Home-Based Business  Yes  No

Are you a shareholder of the company operating the Home-Based Business?  Yes  No

Are you an Officer of the company operating the Home-Based Business?  Yes  No

Are you an employee who uses your dwelling unit as your principal place of business?  Yes  No

What is the name of the company operating the Home-Based Business?

What is the name of the Home-Based Business?

Explain what type of work will be performed in the Home? Please attach a separate sheet if necessary.

How many other people are or will be working at this location for this Home-Based Business?

How many of these other people also reside in the dwelling unit?

Is there a sign\* for the Home-Based Business? \*Please refer to Sign By-law 8154/25 for applicable rules.

Yes  No  Proposed

What is the location of the sign?  Wall  Door  Mailbox  Other

Is the surface area of the sign less than or equal to the maximum area of 800 square centimeters?

Yes  No

What is the total finished floor area \* of the entire dwelling unit in square metres?

\*(total finished floor area includes basement, if finished).

What is the total floor area of the Home-Based Business?

50 square meters maximum.

What percentage of the total dwelling unit does the Home-Based Business occupy?  25 percent maximum.

Where in the dwelling unit is the Home-Based Business located? Please describe below and attach a separate sheet if necessary.

**Declarations**

- I declare that the information provided on this form is true.
- I will notify the City of Pickering should any of the circumstances described on the Application Form change and understand that if there is any substantial change to the nature of the Home-Based Business, a new Home-Based Business licence application and fee may be required.
- I understand that misrepresentation constitutes fraud, subjecting me (and the Home-Based Business, if incorporated) to charges and the City's revoking of the licence.
- I hereby acknowledge that all parking associated with the Home-Based Business, except for that of customers and clients, must be located on the lot.
- I hereby agree to and follow the City's Consolidated Zoning By-law No. 8149/24, Home Based Business By-laws 5195/98, 5197/98, 5198/98, and 5199/98, and the Sign By-law 8154/25 provisions relating to the Home-Based Business.
- I hereby attest that the operation of the Home-Based Business described on this application will not contravene any municipal, provincial, or federal law or regulation.
- I hereby authorize a municipal law enforcement officer of the City of Pickering entry to the property for the purpose of conducting an inspection regarding this Home-Based Business Licence Application between the hours of 9:00 am and 5:00 pm eastern standard time.

\_\_\_\_\_  
Signature of Home-Based Business  
Licence Applicant

\_\_\_\_\_  
Application Date

**Office Use Only**

**\$80.00 application fee submitted?**     Yes  No                       Debit     Cheque     Credit

**RSN No.**     **Licence No. HBB-**  /

**Property Management or Condo Corporation declaration received.**     Yes     No

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*. This information is collected to process this application. Any questions related to the collection of this information should be directed to the City Clerk, One The Esplanade, Pickering, ON L1V 6K7, 905.420.4611.