

Procedures & Requirements for Home Based Businesses (HBBs)

This handout is designed to familiarize Home Based Business Operators with City of Yorkton requirements.

Definitions

- **Home Based Business**

Any accessory use, occupation, trade, profession of craft conducted for gain in, or from, a single detached, semi-detached, townhouse dwelling unit or manufactured home in which the use is secondary to the residential use of the dwelling and does not change the character thereof.

Zoning Bylaw Requirements

- The Zoning Bylaw permits the operation of HBBs in single detached, semi-detached or townhouse dwelling units and manufactured homes;
- Zoning approval through a Development Permit is not required;
- HBBs are not permitted in Secondary Suites;
- HBBs are subject to the current City of Yorkton Business License Bylaw and require an annual Business License;
- HBBs shall be conducted entirely indoors, and no more than 30% of the floor area of the dwelling (including the area of the basement and any attached garage) up to a maximum of 50m², may be occupied by HBBs;
- More than one HBB is permitted however the combined floor area of all shall not exceed the 30%/50m² threshold;
- An attached garage may be occupied by a HBB provided that no required parking spaces associated with the dwelling are occupied by the HBB;
- There shall be:
 - No exterior storage on the site;
 - No on-site storage of hazardous, explosive or flammable materials;
 - No exterior alterations that are not consistent with the residential character of the dwelling and property;
 - No noise, vibration, smoke, dust, odours, heat, glare, electrical, television or radio interference which is detectable beyond the boundaries of the dwelling;
 - No goods, products or merchandise displayed or sold on the premises with the exception of retail sales that are accessory to the main production or service provided by the HBB;
 - No more than five (5) client or business related visits per day;
 - No more than one (1) non-resident , on-site employee;

- No more than one (1) business related vehicle stored on, or in the vicinity of, the site:
 - Maximum gross vehicle weight of 6,350 kg (14,000 lbs)
 - Maximum length of 6.7 m (22 ft);
- No deliveries of merchandise, goods or equipment by a vehicle with a gross vehicle weight of more than 8,000 kg (17,637 lbs) or a length more than 6.7 m (22 ft).
- In addition to the required number of parking spaces for the dwelling, HBBs shall provide one (1) additional on-site parking space for a non-resident-on-site employee and one (1) additional on-site parking space for clients
 - Additionally required parking spaces may be located within a required front yard, and all spaces shall be in accordance with the Zoning Bylaw

Advertising & Signage

- HBBs may be advertised however, the civic address may not be advertised;
- Signage on the dwelling is limited to a maximum of 0.2 m² (2 ft²) and is restricted to the name of the business.

Prohibited HBBs

- Automotive Maintenance, Autobody Repair and Paint Shops
- Auto Wrecking/Junk Yards
- Farmers' Markets
- Any business using hazardous substances or dangerous goods
- Retail sales of products not manufactured or having value added processing attributed to the product in the residence
- Any business, which in the opinion of the License Inspector, may disrupt the neighbourhood

Questions?

We're here to help!

- The Planning Department office is open weekdays 8:00am to 4:00pm (closed over lunch from 12:00pm – 1:00pm)
- Please feel free to:
 - stop in at 37 Third Avenue North (Second Floor North)
 - call us at (306) 786-1710
 - email buildingservices@yorkton.ca

This handout has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Planning Department for assistance, as the City of Yorkton accepts no responsibility to persons relying solely on this information.