



Township of Elizabethtown-Kitley

Starting a Home-Based Business

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Home Based-Business:

provides you the opportunity to operate your business and work from your home



A **Home-Based Business** is an occupation, trade, business, profession or craft conducted as an accessory use to the main residential use of your house.

Home-Based Businesses are permitted in most residential and rural zones in the Township. They may be permitted **provided they are one of the following:**

- ◆ Instruction of Students (maximum of 6 students)
- ◆ Respite care or Daycare provided there is no residential accommodation (Maximum of 6 persons plus caregiver. Daycares/number of children are also regulated by the Child Care and Early Years Act, 2014)
- ◆ Occupations of Personal Service (i.e. hair stylist, aesthetician, tailor, shoe repair shop, etc.)
- ◆ Service Outlet (where articles, goods or materials are repaired or serviced (excluding vehicles)
- ◆ Tradesperson's Establishment (i.e. heating & cooling systems specialist, cabinet maker, carpenter, chimney sweep, drywall/plasterer, electrician, exterminator, fence installer, furniture refinisher, general building contractor, glass installer, grounds maintenance/landscaper, handyman, janitor, mason, painter, plumber, printer, snow plough operator, upholster, welder, window cleaner, or similar tradesperson)
- ◆ Food Catering
- ◆ Pet Grooming (cats & dogs only)
- ◆ Home Office for conducting a business or profession
- ◆ Studio for Artist, Artisan or Craftsperson (see reverse)

Need Help?

Speak to the Planning & Development Department to determine whether your business would be considered a Home-Based Business or to discuss the rules for operating a business.

Contact Us

Township of

Elizabethtown-Kitley

6544 New Dublin Road,
RR 2

Addison, ON K0E 1A0

Tel: 613-345-7480 or

1-800-492-3175

Email: mail@ektwp.ca

Website: ektwp.ca

- A Home-Based Business cannot be more than 25% of the floor area of your home or 40 sq.m. (430 sq.ft.) **whichever is less.**
- Home-Based Businesses may be permitted from a detached building (i.e. detached garage or workshop) **provided:**
 - The lot is outside a designated "Settlement Area" in the Official Plan;
 - The building is a minimum of 15 m (50 ft) from the closest neighbour's house;
 - The building is located a maximum of 15 m (50 ft) from your house;
 - If your business is located in both your house and an accessory building, the total combined area cannot be more than 40 sq.m. (430 sq.ft.).
- One (1) sign for your Home-Based Business is permitted. It can be a maximum size of 0.6 sq.m. (6.5 sq.ft.) and cannot be illuminated.
- A maximum of one full time employee is permitted in addition to the dwelling occupant(s) (or part-time equivalent hours). Not to exceed three people in total.
- Two commercial-use vehicles and one commercial-use trailer are permitted (under one tonne load capacity).
- No direct retail sales of products. **Only products produced by you,** or are incidental to a personal service business, **are permitted for sale.** Ready-to-eat foods and take-out foods for immediate consumption are not permitted.
- Open storage is not permitted.
- If you live in a Limited Services Residential Zone (RLS), no employees are permitted nor are clients/customers permitted to attend your home.
- Such business cannot become a public nuisance in regard to noise, odour, traffic, etc.

Further Information

Business Permit & License Information: www.bizpal.ca

Economic Development – Counties of Leeds & Grenville:

<https://www.leedsgrenville.com/en/government/economic-development2.aspx>

Business Planning Support & Development Grants – Valley Heartland

CFDC: www.valleycfdc.com

Business Support - 1000 Islands Community Development Corporation:

www.ticdc.ca

Township Information/Resources (and to list your business on our Business Directory): www.ektwp.ca

