


GUIDE TO ESTABLISHING A HOME-BASED BUSINESS In The Town Of Wasaga Beach



.....
If you want to operate a Home-Based Business in Wasaga Beach
but aren't sure where to start, this guide has been designed to help!
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Self-employed
grew from 1.8
million in 1990 to
2.7 million in
2013

45% of
Canadians
will be
self-employed
by 2020

"If you don't
build your dream,
someone will
hire you to
help build theirs."
Dhirubhai Ambani

Your home-based
business is
important to the
Town, the
community and the
local economy

It is estimated that
**over 55% of
self-employed
individuals run
home-based
businesses**

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PERMITTED USES

WHERE CAN I OPERATE A HOME-BASED BUSINESS?

A home occupation is permitted in any zone where a single detached or semi-detached residential home dwelling is permitted, subject to the provisions outlined in this guide and the zoning and municipal By-Laws.

To find out the zoning of your property, contact Planning & Development at 705-429-3847 or planning@wasagabeach.com.

WHAT TYPES OF BUSINESSES CAN I RUN OUT OF MY HOME?

The following types of business are permitted under the Schedules of the Business Licencing By-Law:

- Domestic arts such as catering, alterations, decorating services, etc.
- Holistic/health and wellness services, as well as personal services such as hair styling, and esthetics
- Businesses related to the trades including plumbers, electricians, handyman, etc. can have a home office provided clientele do not visit the premises
- Artists
- Private teaching including music, arts, and academics
- Private home day care
- Pet grooming
- Other service type businesses provided that the service is conducted off-site

Retail sales are not allowed, with the exception of catalogue, online, mail order or telemarketing sales. Motor vehicle repair and service is also not permitted as a Home-Based Business.

CAN I OPERATE MY HOME-BASED BUSINESS OUT OF MY GARAGE OR SHED?

No. Your business cannot be run out of an attached or detached "accessory building" (such as a garage or shed).

IS THERE A MAXIMUM SIZE THAT MY HOME-BASED BUSINESS CAN BE?

Your Home-Based business can be a maximum size of 15% of the gross floor area of your home or 30m² (whichever is the lessor).

CAN I STORE MATERIALS ON THE PROPERTY OR DISPLAY ITEMS FOR SALE ON MY LAWN?

No. Outside storage or display of goods, equipment, materials or supplies is not allowed for Home-Based Businesses.

I'M PLANNING TO RENT OUT THE HOUSE THAT I OPERATE MY HOME-BASED BUSINESS FROM. IS THIS ALLOWED?

No, this is not permitted. You must reside where you operate your Home-Based Business.

LICENSING

WHAT APPROVALS DO I NEED FROM THE TOWN OF WASAGA BEACH BEFORE OPENING UP MY HOME-BASED BUSINESS?

All businesses require a business licence from the Town of Wasaga Beach. A copy of the licensing by-law can be found here: (<https://www.wasagabeach.com/town-hall/by-laws-policies#B>). You can access the business licence application here: <https://www.wasagabeach.com/Print%20Forms/Business%20Application.pdf>

Home-based businesses need to renew their business licence on an annual basis by December 31st. Bed & Breakfasts are required to renew their licence on an annual basis depending on the date of issue.

For more information contact Municipal Law Enforcement & Licensing Department at 705-429-3844 ext. 2251 or wbl@wasagabeach.com.

I WANT TO RENOVATE MY HOME TO ACCOMMODATE MY HOME-BASED BUSINESS, DO I NEED TO GET A BUILDING PERMIT?

If you are making structural changes, finishing your basement, creating a new access, or installing plumbing for sinks or washrooms, you will require a Building Permit.

If you are considering any construction or alteration to the home, or for more information, contact the Building Department at 705-429-1120 or building@wasagabeach.com.

Separate electrical permits are required by the Electrical Safety Authority. You may contact the Electrical Safety Authority at 1-877-372-7233.

I WANT TO MAKE FOOD AND SELL IT TO THE PUBLIC FROM MY HOME-BASED BUSINESS. WHAT APPROVALS DO I NEED?

If you plan to sell food products to the public through a catering business or to sell at farmer's market, you can prepare the food in your home. If you are selling to retail stores or to markets other than farmer's markets, you must prepare the food in a separate, inspected kitchen. You cannot use your home kitchen.

For more information, contact the Simcoe County Health Unit at 705-526-9324.

CONSIDERATIONS FOR OPENING A BED AND BREAKFAST

If you plan on operating a bed and breakfast from your home, the following rules apply:

1. It needs to be located in a single detached home.
2. The owner must reside in the home.
3. No one other than people residing in the home shall be employed except for housekeeping purposes.
4. A maximum of three bedrooms can be made available to nonresidents of the home.
5. A maximum of five cars can be parked in the driveway and landscaping that is a minimum of 2.0 metres in height is required to buffer parking from adjacent residential neighbours.
6. Prior to obtaining a business licence to operate a bed and breakfast, approvals must first be obtained by the Zoning Department, the Fire Department, the Building Department and the Property Standards Office.

CAN I PUT UP A SIGN TO ADVERTISE MY HOME-BASED BUSINESS?

One sign no larger than 2 sq. ft. (0.185 sq. m) can be placed by the entrance to the building identifying the business. No other signs are permitted at a Home-Based Business.

OPERATIONS

WHAT RULES DOES MY HOME-BASED BUSINESS NEED TO FOLLOW?

1. The house must be used as a residence and the home occupation shall not change the residential nature of the home or property.
2. The owner of the business must reside in the home where the business is being operated.
3. No items are allowed to be stored or displayed outside. No retail sales are permitted.
4. One sign no larger than 2 sq. ft. (0.185 sq. m) can be placed by the entrance to the building identifying the business.
5. The home occupation shall not use any hazardous or toxic chemicals.
6. One commercial vehicle is allowed per property and must be parked on the driveway, and not in the front or side yards or municipal boulevards or neighbouring property.
7. A maximum of 15% or 30m² of the home can be used for the business.
8. The business can only be run out of the main home and not an accessory building such as a garage or shed.
9. All Home-Based Businesses require a business licence from the Town of Wasaga Beach.
10. Additional approvals may be required based on the type of business being operated in the home. It is important to contact the Business Licensing office for confirmation.
11. Do not create a nuisance with respect to hours of operation, odour, dust, smoke, noise, gas, glare, fumes, light, vibration, radiation, debris, heat, humidity, or garbage.
12. Do not interfere with your neighbours' enjoyment of their property with respect to traffic, parking, or deliveries.
13. Do not interfere with your neighbours' communications reception or electrical service.

AM I ALLOWED TO HAVE EMPLOYEES?

Yes, three people may be involved in the business, one of which can be a non-resident of the home.

You are not allowed to have any employees if you are operating a Home-Based Business that provides holistic/health and wellness services, as well as personal services such as hair styling or esthetics.

IS THERE A RESTRICTION ON THE MAXIMUM NUMBER OF CUSTOMERS THAT CAN VISIT MY HOME-BASED BUSINESS AT ANY ONE TIME?

If the Home-Based Business includes teaching of any kind, a maximum of three students or clients can be taught at any given time. For other types of businesses, you are limited to the number of parking spaces available in your driveway.

DO I NEED TO PROVIDE ADDITIONAL PARKING ON MY PROPERTY FOR MY EMPLOYEES AND CUSTOMERS?

Yes, you will need to provide additional parking depending on the type of business you are operating.

- All home occupation businesses must provide 2 parking spaces plus one additional space per 14m² used for the business.
- Holistic/health and wellness, personal services and pet grooming businesses must provide one additional space over and above the requirements for home occupation businesses

Your employees and customers must park on the surfaced driveway on your property.

CONTACT & MORE INFORMATION

If you have any inquiries about establishing a Home-Based Business or to find out the zoning of your property, contact Planning & Development at 705-429-3847 (planning@wasagabeach.com) and the Municipal Law Enforcement & Licensing Department at 705-429-3844 ext. 2251 (wbbbl@wasagabeach.com).

The Town's Zoning By-law, and the full Home Occupation Business regulations, is available at the Town's website at <https://www.wasagabeach.com/Planning%20Notices/Zoning%20By-law%202003-60%20-%20Office%20Consolidation%20December%20017.pdf>

The Town's Business Licensing By-law is located at <https://www.wasagabeach.com/town-hall/by-laws-policies#B>

BUSINESS SUPPORT SERVICES NEED HELP SETTING UP YOUR HOME-BASED BUSINESS?

There are several organizations in the area that can help you set up your Home-Based Business.

Town of Wasaga Beach

30 Lewis Street
Wasaga Beach, Ontario
L9Z 1A1

Economic Development and Tourism:
705-429-3844 ext. 2284
edo@wasagabeach.com

Planning & Development:
705-429-3847
planning@wasagabeach.com

Building Department:
705-429-1120
building@wasagabeach.com

Municipal Law Enforcement &
Licensing Department:
705-429-3844 ext. 2251
wbb@wasagabeach.com

South Georgian Bay Small Business Enterprise Centre

105 Hurontario Street
Collingwood, Ontario
L9Y 3Z5

Tel: 705-446-3355
[Email: sbec@collingwood.ca](mailto:sbec@collingwood.ca)
[Web: www.entreprisecentre.ca](http://www.entreprisecentre.ca)

Centre For Business and Economic Development

105 Hurontario Street
Collingwood, Ontario
L9Y 3Z5

Tel: 705-445-8410
[Email: info@centreforbusiness.ca](mailto:info@centreforbusiness.ca)
[Web: www.centreforbusiness.ca](http://www.centreforbusiness.ca)

Wasaga Beach Chamber of Commerce

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