



What Is a Home Occupation?

A Home Occupation is a small-scale business that is run out of a residence or in some cases a detached garage. The intent of a Home Occupation is to allow small-scale businesses to operate and grow, eventually moving to commercial or industrial lands. There are 3 classes of Home Occupations which determine the scale of the approved business.

Does a Home Occupation Require a Development Permit?

Home Occupation Class 1 does not require a development permit. However, a development permit is required for Home Occupation Class 2 and Class 3.

Do I Need Any Other Permits?

All Home Occupations require an annual business license issued by the Town of Ponoka.

Home Occupation Requirements

Each Home Occupation class will have specific requirements and restrictions. However, all classes of Home Occupation shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood.

Home Occupation – Class 1

The smallest class of Home Occupation, this one means the use of a dwelling unit for a small-scale business that is undetectable from outside. This may include businesses such as book keeping, office work, phone operations or other smaller works.

HOME OCCUPATIONS

The operation of a Home Occupation – Class 1 shall not:

- Have outside storage of materials, goods or equipment on site.
- Increase the need for parking or result in any traffic generation, electrical interruption, bright light or anything of an objectionable nature.
- Display any form of advertising related to the home occupation on the site.
- Require alterations to the dwelling unit.
- Have any employees working on the site who are not residents of the dwelling unit.
- Include the direct sale of goods to walk-in clientele.
- Have more than 20% of the gross floor area of the dwelling unit or 30 m² whichever is less, devoted to business usage.
- Advertise the address of the Home Occupation to the general public on site.

Home Occupation – Class 2

The intermediate class of Home Occupation, this one means the use of a dwelling unit for a small-scale business where the presence of the business may be detectable from outside. This use may generate up to 10 associated visits per week. This may include professional, financial, personal or office services.

The operation of a Home Occupation Class 2 shall not:

- Have outside storage of materials, goods or equipment on the site.
- Have exterior signage, display or advertising other than a business identification plaque or sign (maximum dimensions of 10x12 inches) located within a window. The sign may be

placed on the exterior of the building with approval by the Town.

- Require alterations to the dwelling unit unless otherwise approved by the Town.
- Have any employees working on the site who are not residents of the dwelling unit.
- Include the direct sale of goods to walk-in clientele.
- Have more than 20% of the gross floor area of the dwelling unit or 30m², whichever is less, devoted to business usage.
- Advertise the address of the home occupation to the general public on site.

Home Occupation – Class 3

The largest class of Home Occupation, this one means the use of a dwelling unit or private garage for a small-scale business where the presence of the business may be detectable from outside the dwelling unit and beyond the property boundaries. The use may generate more than 10 associated visits per week.

The operation of a Home Occupation Class 3 shall not:

- Create a nuisance by way of dust, noise, odour, smoke, parking, traffic generation, electrical interruption, bright light or anything of an objectionable nature which is detectable outside the building containing the home occupation or beyond the parcel boundaries.
- Display any form of advertising related to the home occupation on the site except in accordance with the Land Use Bylaw.
- Require alterations to the dwelling unit unless otherwise approved by the Town.
- Include the direct sale of goods to walk-in clientele which are not produced on the premises.

- Have any employees working on the site who are not residents of the dwelling unit.
- Have more than 20% of the gross floor area of the dwelling unit or 30m² whichever is less, devoted to business usage.
- Have exterior signage, display or advertising other than a business identification plaque or sign (maximum dimensions of 10x12 inches) located within a window. The sign may be placed on the exterior of the building with approval by the Town.
- Advertise the address of the home occupation to the general public on site.

Can My Home Occupation Be Located Within a Detached Garage?

Class 1 and 2 Home Occupations must be located within the main residence. Class 3 Home Occupations may be considered within a detached garage provided that at least 50% of the floor area is available at all times for the parking of vehicles and does not interfere with the provision of required parking.

More Questions?

Further information may be obtained by contacting the Development Services Department through the contact information below. For all requirements, restrictions and exemptions, please consult the Land Use Bylaw which may be downloaded from the Town of Ponoka website: <https://www.ponoka.ca>

Please note: This information sheet has no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect. The Town of Ponoka accepts no responsibility for persons relying solely on this information.