



Requirements for Home Based Businesses

Corporation of the City of New Westminster

Development Services Department

Home Based Business

- means an accessory use to an authorised residential use in which one or more residents carry on a business, and for greater certainty, includes a bed and breakfast, but does not include child care.

Bed and Breakfast

- means a home based business to provide temporary sleeping accommodations on not less than a daily basis, including the provision of a daily breakfast.

Every home based business shall comply with the following requirements:

- the home based business shall clearly be an accessory use to the residential use;
- no more than one non-resident person may be engaged in one or more home based businesses at the home. In the case of a house containing a secondary suite where both dwelling units in the house contain one or more home based businesses, only one of the two dwelling units may have a non-residential person who is engaged in the home based business at the home;
- a home based business shall not generate any noise, vibration, smoke, dust, odours, toxins, heat, glare, radiation, fire hazard, health hazard or similar disturbance;

- no exterior alteration to the appearance of the structure(s) on the site may be made to indicate that the site contains anything other than a residential land use, nor shall the erection of any building, structure, fence enclosure or portion thereof, other than those in conformity to the permitted residential uses of the zoning district allowed;
- the residential floor space and accessory building area on a site, including any detached accessory buildings, occupied or used for any home based business shall not exceed 500 square feet (46.45 square metres) in total;
- no home based business shall have unenclosed or exterior storage or display of goods, materials, components, stock-in-trade, equipment or finished goods;
- the operation of any home based business shall not result in or cause more business-related vehicle or pedestrian trips per day to or from the home than is normal for the residential area;
- not more than one Off-Street and one on-street parking space may be occupied within a dwelling unit at one time by vehicles associated with one or more home based businesses within a dwelling unit. In the case of a house containing a secondary suite and both dwelling units in the house contain one or more home based businesses, no more than one Off-Street and one on-street parking space may be occupied at one time by any vehicle

associated with the home based businesses on the site;

- the parking of all vehicles associated with any home based business shall be in accordance with all City of New Westminster parking regulations;
- every operator of a home based business must first receive permission from the landlord or strata corporation in order to operate a home based business;
- no home based business shall involve the sale of goods or products where customers regularly enter the home to inspect, purchase or take possession of the goods or products, except in the case of the RM-6, C-2A, C-4 and C-4A districts, where the retail sale of goods is permitted by a home based business operated within a dwelling unit located on the street level of a building, or portion of a building;
- a home based business shall involve only such equipment as is ordinarily employed in purely domestic use, household use, recreational hobbies or small office uses, and shall not require upgrading, electrical or plumbing systems beyond the usual for a residential district;
- a home based business shall not have any external displays, advertisements or signage, except for one non-illuminated identification sign not to exceed 2.2 square feet (0.2 square metres) indicating the name of the business;

- n) a home based business shall not involve:
- (1) adult entertainment uses, adult motion picture studios, adult theatres, adult video stores or escort services,
 - (2) automotive repair at the location of the home, or
 - (3) massage;
- o) a home based business shall not include any on-site storage of construction materials, hazardous chemicals or explosives; and
- p) a bed and breakfast
- (1) may not accommodate no more than four guests except that one additional guest for every 500 square feet (46.45 square metres) of floor space in the dwelling unit over 2,000 square feet (185.80 square metres) is permitted, to a maximum of 10 guests;



- (2) may occupy one Off-Street parking or one on-street parking per bed and breakfast bedroom, provided that not more than two spaces per every three bed and breakfast bedrooms are occupied; and
- (3) in the case where a house contains a secondary suite, may be operated in either the principal residence or the secondary suite, but not both.

Home Based Businesses in Houses with Secondary Suites

1. Home based businesses are allowed in authorized/legally created secondary suites.
2. Home based businesses are *not* allowed in unauthorized pre-existing (before July 1998) secondary suites that are occupied as separate and independent units.
3. Home based businesses are allowed in unauthorized pre-existing (before July 1998) secondary suites *if* the suite is subject to a Statutory Declaration stating that the suite is not occupied as a separate and independent unit.
4. A Bed and Breakfast may be operated in a house that contains a secondary suite, in *either* the suite or the principal unit, *but not* both.
5. In the case where a house contains a secondary suite and the owner

wishes to operate a Bed and Breakfast in the suite area (i.e. and *not* rent the suite as a self-contained dwelling unit, in which the occupants cook their own food):

- i) The owners must have a *registered* electrical contractor (*not* just a licenced electrician) temporarily remove the circuit breaker for the suite's 220 V stove plug, so as to ensure that no B & B clients utilize the cooking facility (the stove and stove plug may be left in place if the owner wishes).
- ii) When the Registered Electrical Contractor has completed the breaker removal work, he or she will provide the property owner with a copy of an *Electrical Contractor Authorization* form certifying that the electrical work has been done in compliance with the British Columbia *Electrical Safety Act, Electrical Safety Regulations* and *Electrical Code*.
- iii) The property owner must then arrange for an inspection of the suite area by the Secondary Suites Coordinator. Following the inspection the owner will be asked to sign a Statutory Declaration stating that the suite will not be occupied as a separate and independent dwelling unit. Should the owner wish to discontinue the B & B operation and resume renting of the self-contained suite, he or she must notify the City of this change, in writing.

NOTE: THIS GUIDE DOES NOT REPLACE LEGAL DOCUMENTS AND THE CITY DISCLAIMS ANY LIABILITY FROM USING IT.



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