

Ladysmith is an award-winning, small business-friendly community. Home based businesses are an important part of the Ladysmith economy, and represent over one third of the Town’s licensed businesses. During the development of the new Zoning Bylaw, residents expressed their continued support for home based businesses. In response, the Town expanded the regulations to provide more opportunity for home based businesses (i.e., permitting home based businesses in accessory buildings and allowing two businesses per property).

Examples of home based businesses include bookkeeping, consulting, massage therapy, music lessons, esthetician, writing, and editing. There are also a number of trades-related businesses that retain an office at home, but conduct much of their work elsewhere, including electricians, contractors, and plumbers. In all cases, the operator must obtain a business licence and renew it annually. Also, anyone thinking about creating a home based business should review the specific regulations of Zoning Bylaw 2014, No. 1860, and, if necessary, seek advice from the Development Services Department.

HOME BASED BUSINESS: A commercial professional practice, service, occupation, craft or hobby carried on in a Dwelling Unit or Accessory Building.

Other Considerations

- **Business Support.** For help with the permit and licencing process, visit www.bizpal.ca
- **Business Licence.** All home based business require a business licence, visit www.ladysmith.ca
- **Sign Permit.** Business signage requires a Sign Permit to ensure the sign is in compliance with the Town’s Sign & Canopy Bylaw, visit www.ladysmith.ca or contact Development Services.
- **Building and Plumbing Bylaw.** Alterations, additions or plumbing may require a Building and/or Plumbing Permit. Contact the Building Inspector for more information (250.245.6443).
- **Provincial Regulations.** Business owners are responsible for ensuring their businesses are in compliance with Provincial Regulations (i.e. Island Health).
- **Neighbourhood Friendly.** Ensure your business is neighbourhood friendly (i.e. Noise Suppression Bylaw and Nuisance Regulation Bylaw).





Home Based Business Regulations

The following conditions generally apply to Home Based Businesses (refer to the Zoning Bylaw for precise wording):

- A maximum of two home based businesses are permitted on each property;
- May be contained in the principal building, secondary suite, coach house, or in an accessory building;
- The business must be operated in a way that is accessory and subordinate to the principal residence, and the business must not alter the appearance or character of the residential property.
- The business may not exceed 40 m², or 40% of the floor area of the principal building (whichever is less). In a coach house, the maximum is 50% of the floor area.
- Two people may be employed in a principal dwelling, one of whom is a resident; however non-resident employees are not permitted in a secondary suite or coach house;
- Retail sales are limited to items that are produced on the premises and there is a 6 m² maximum area for retail sales;
- Additional parking space may be required if the business attracts customers. Parking stalls may be arranged in tandem;
- Outdoor storage of material and equipment is not permitted; except contractors, trades, and mobile services may have up to 45 m² of enclosed outdoor storage; and
- An instructor may have a maximum of two students at any one time.
- One commercial vehicle is permitted per property.



FOR MORE INFORMATION

Development Services Department , 132C Roberts Street, Ladysmith BC
250-245-6415 | DS@ladysmith.ca

Visit www.ladysmith.ca/business-development to download a copy of the Zoning Bylaw.

