

(This Application shall be in addition to a General Business Licence Application or Schedule 1 Business Licence Application)

Personal information on this form is collected under the authority of the Municipal Act, and the Corporation of the Municipality of Leamington Business Licensing By-law 05-19 will be used to licence, regulate and govern businesses and ensure compliance with all laws and regulations. Questions about the collection of this information should be made to the Clerk/Manager of Legislative Services, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario. Phone: 519-326-5761.

Applications are to be submitted in person at the Municipal Offices located at 111 Erie St. N., Leamington, ON

Fee: \$75.00 (no fee for annual renewal)

Cash, cheque or debit accepted only

(Fee must be paid at time of Application. Applications will not be accepted until all documents are provided. Fees are non-refundable.)

Please answer the following questions:

1.	Are there going to be external changes to the outside of the dwelling? If yes, detail:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	Do you require outdoor storage?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	Number of Employees that permanently live in dwelling: Number of Outside Employees:		
4.	Sign Dimensions - Length: _____ Width: _____ (Max. size of 5.38 ft ² (0.5m ²) for unlit signs) Please indicate unit of measurement e.g. cm, inches, etc.		
5.	Do you use Mechanical Equipment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6.	Area of Dwelling dedicated to Home Occupation (ft ²): Area of Accessory Structure dedicated to Home Occupation (ft ²): (Max. size of 25% of gross floor area of dwelling or 322.92 ft ² , whichever is the lesser)		
7.	Retail: YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please describe in detail the products you sell:		
8.	Commercial Vehicles parked On-Site? YES <input type="checkbox"/> NO <input type="checkbox"/> A "Commercial Vehicle" shall mean any Vehicle that exceeds four thousand, five hundred kilograms (4,500 kg) (gross vehicle weight ratio) per By-law 890-09.		
Minimum Parking Spaces - Home Occupation Class			
Please read the Class Descriptions carefully and select which class applies to your business. Please be aware that By-law Enforcement will verify your parking spaces upon inspection. Please note that a "Visit" shall mean visits to the Business Premises that is a Home Occupation by clients, staff or other persons attending for business reasons.			
Total Number of Off-Street Parking Spaces On-Site:			
Class I	<ul style="list-style-type: none"> • 4 or few Visits per day • No more than 1 Visit at any one time 	2 parking spaces minimum	<input type="checkbox"/>
Class II	<ul style="list-style-type: none"> • Between 5 and 12 Visits per day • No more than 2 Visits at any one time 	3 parking spaces minimum	<input type="checkbox"/>
Class III	<ul style="list-style-type: none"> • 13 or more Visits per day • No more than 3 Visits at any one time 	4 parking spaces minimum	<input type="checkbox"/>

Declaration

I _____, the applicant(s), hereby acknowledge and certify that I understand the Home Occupation Parking Policy which coincides with Comprehensive Business Licensing By-law 05-19. Further, the information contained in this application is true and complete to the best of my/our knowledge and that failure to provide complete or accurate information may delay the licensing process.

Application Name:

Signature:

Date:

Required Documents

Additional information may be required to process the application. Failure to submit information or complete departmental requirements may delay the processing of the application and may result in the licence not being issued.

Documents to Provide

- Proof that the Applicant resides in the Dwelling associated with the Home Occupation (e.g. Driver's Licence or a piece of mail addressed to the Applicant)
- A sketch of the entire Dwelling floor plan (all levels) with the dimensions of the home, including the proposed area for the Business and its measurements (see example attached)
- A sketch showing current and proposed off-street parking associated with the Home Occupation, if applicable
- Proof that the Business is secondary to the main use of the Dwelling as a private residence (determined by By-law Enforcement upon inspection)
- Applicable Fee

Home Occupation Sample Floor Plan

- Please include:
- How many parking spaces are available and their location
 - All dimensions of **every level** of the home

