

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 03-18. 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

