

Home-Based Business (Bed and Breakfast) Development Permit Application Form

Date: _____

Location (premises for home-based business – **cannot** be a PO box number)

Street number:	Street name:	Unit/suite number:	Postal code:
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Applicant information

Type	<input type="checkbox"/> New home-based business	<input type="checkbox"/> Amending existing home-based business
Applicant information	Name of applicant: (print)	Address: (if different from above)
	Email address:	Daytime phone number:
	Operating name of home-based business:	Relationship to business owner (friend, consultant, relative, etc.):
Owner information	<input type="checkbox"/> Same as applicant information above	
	Homeowner/Tenant's name: (print)	Address: (where business will operate)
	Email address:	Daytime phone number:

As the applicant, I confirm (please check one of the following):

<input type="checkbox"/>	I am applying on behalf of the property owner/tenant (attach letter of authorization).
<input type="checkbox"/>	I am the registered owner of the above noted property and it is my primary place of residence.
<input type="checkbox"/>	I have the permission of the registered owner(s) of the above noted property to make the attached home based-business application and it is my primary place of residence. Please provide a letter of authorization from the registered property owner(s) and attach it to the home-based business application.

Fees

Fees will be assessed at the time of application. Refer to the [Planning, Development, and Building Fees and Charges](#) schedule for more information.

Payments can be made in-person, by mail or by calling Permits Direct Line at 204-986-5140, and following the prompts to speak to the cashier. Please note that individual invoices of more than \$10,000 must be paid by cheque or bank draft, which can be made payable to the "City of Winnipeg."

Note: A Bed and Breakfast Home-Based Business also requires a separate [Conditional Use](#) application, and additional fees will apply.

Business information

Business start date: _____	
Business signage: A home-based business may have one non-illuminated identification sign, not exceeding 2 sq. ft. in area, provided the sign is attached to, and parallel, a wall of the principal or accessory building.	Will a business identification sign be used? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be employees attending the property who do not live on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? _____	
Note: You will also need to submit a separate Conditional Use application.	
Note: It is the responsibility of the home-based business owner/operator to ensure they meet all the requirements set out by federal, provincial and City of Winnipeg acts, regulations and bylaws.	

Briefly describe the operation of your business (include number of guest/guest rooms, hours of operation and number of guest parking spaces):

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Required documentation – one copy, fully dimensioned

<input type="checkbox"/> Letter of Authorization (not required if owner is the applicant)
<input type="checkbox"/> Site plan <ul style="list-style-type: none">• street names and lot dimensions• dimensions from buildings to property lines• location and dimensions of parking spaces and detached accessory structures (garden sheds, detached garages, etc.)• legal description
<input type="checkbox"/> Floor plans <ul style="list-style-type: none">• interior layout, including uses for all rooms

How to apply

Submit your application package to the Zoning & Permits Branch using one of the following options:
<ul style="list-style-type: none">• Email ppd-zoningapplications@winnipeg.ca (PDF attachment or link to online file transfer)• One paper copy package – drop off or mail (Unit 31-30 Fort St., Winnipeg, MB, R3C 4X7)

Digital submission requirements (select all that apply)

To submit your application via email, provide a separate PDF file, named as indicated, for each of the following groups of documents that are applicable to your application:
<input type="checkbox"/> PDF 1 Application Form (Letter of Authorization)
<input type="checkbox"/> PDF 2 Site Plan
<input type="checkbox"/> PDF 3 Building Plans (floor plans)

This is an application only. Upon approval, the development permit for a home-based business will be emailed to the applicant. The applicant is also required to obtain building and occupancy permits.

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.