

## Home-Based Business (Daycare) 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

<b>Type</b>	<input type="checkbox"/> New home-based business	<input type="checkbox"/> Amending existing Home-Based Business
<b>Applicant information</b>	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.):
<b>Owner information</b>	<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

<b>Minor</b> family daycare home-based business (8 children or less)	Fees will be assessed at the time of application. Refer to the <a href="#">Planning, Development, and Building Fees and Charges</a> schedule for more information.
<b>*Major</b> family daycare home-based business (9-12 children)	

Further information related to **\*Major** family daycare home-based business development permits:

- A separate [Conditional Use](#) application is required, and additional fees will apply.
- Upon development permit approval, the applicant will be required to obtain building and occupancy permits.

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."

### 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 with, 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? _____
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**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 children in your care [including your own], hours of operation and pick up/drop off):

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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"/>	Proof of Residency for homeowner/tenant – Manitoba Driver’s Licence, or two current utility bills, or Canadian passport and one current utility bill.
<input type="checkbox"/>	Site plan <ul style="list-style-type: none"> <li>• street names and lot dimensions</li> <li>• dimensions from buildings to property lines</li> <li>• location and dimensions of parking spaces and detached accessory structures (garden sheds, detached garages, etc.)</li> <li>• legal description</li> </ul>
<input type="checkbox"/>	Floor plans <ul style="list-style-type: none"> <li>• interior layout, including uses for all rooms</li> </ul>

**How to apply**

Submit your application package to the Zoning & Permits Branch using one of the following options:

- Email [ppd-zoningapplications@winnipeg.ca](mailto:ppd-zoningapplications@winnipeg.ca) (PDF attachment or link to online file)
- One paper copy package – drop off or mail (Unit 31-30 Fort St., Winnipeg, MB, R3C 4X7)

**Digital submission requirements**

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:

- PDF 1** Application Form (Letter of Authorization, Proof of Residency)
- PDF 2** Site Plan
- 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.

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.