

Home-Based Business 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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Application 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

Home-based business development permit fee: Fees will be assessed at the time of application. Refer to the [Planning, Development, and Building Fees and Charges](#) schedule for more information.

Note: Additional fees will apply for any [Conditional Use](#) or [Variance](#) applications (if applicable).

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 that \$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:
Please describe your business, including any goods and services to be provided: _____

What business activities will be performed at the home address? Please describe:

What materials or equipment will be kept at the address? Please describe:

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.

Parking information

1. Is there parking available on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many available spaces are there? _____
2. Number of registered vehicles to the property?	_____	
3. Are any vehicles registered to this property used for the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what type of vehicle? _____
4. Are any vehicles used for the business over 10,000 lbs gross vehicle weight?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employee and customer information

A. 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? _____
B. Are customers/clients attending the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many? _____
C. How many people that live at the property are employed in the business?	_____	
D. Are there any other home-based businesses registered to this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: If you respond “yes” to any of the above, a separate Variance or Conditional Use application may be required.

Building floor area information

What is the total floor area of your home?	_____ sq. ft.	_____ m ²
What room(s) will be used for the home-based business, and what is the total floor area to be used?	List room(s) used in home-based business	Floor area

Required documentation – one copy

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| <input type="checkbox"/> Letter of Authorization (not required if owner is the applicant) |
| <input type="checkbox"/> Site plan |

How to apply

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

- Email ppd-zoningapplications@winnipeg.ca (PDF attachment or link to online file transfer)
- One paper copy – 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:

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| <input type="checkbox"/> PDF 1 Application Form (Letter of Authorization) |
| <input type="checkbox"/> PDF 2 Site Plan |

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.