

Home-Based Business (Daycare) Development Permit Application Form

Date: _____

Use this application to apply for a development permit to operate a home-based daycare from your primary residence. This includes both minor daycares with up to 8 children and major daycares with 9 to 12 children. The application helps ensure the daycare meets zoning requirements and City regulations before operating.

This is an application only. Upon approval, the development permit for a home-based business will be emailed to the applicant.

Location of work: premises for home-based business – cannot be a PO box number

Street number:	Street name:	Unit 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	
Name:	Mailing address: (if different from above)
Email address:	Daytime phone number:
Operating name of home-based business:	Relationship to business owner (friend, consultant, relative, etc.):
Property owner	
<input type="checkbox"/> Same as applicant information above	
Name:	Mailing address: (where business will operate)
Email address:	Daytime phone number:
As the applicant, I confirm (select 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:

Minor family daycare home-based business (8 children or less)	Fees will be assessed at the time of application. Refer to the Planning, Development and Building Fees and Charges schedule for more information.
*Major 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.
- The applicant will also be required to obtain building and occupancy permits.

Payments can be made in Permits Online, 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:

No Yes Will there be employees attending the property who do not live on the premises?
If yes, how many? _____

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.

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.

No Yes Will a business identification sign be used?

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

Required documentation: one copy, fully dimensioned

Letter of Authorization (not required if owner is the applicant)

Site plan

- 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

Floor plans

- interior layout, including uses for all rooms

Note: Verification of residency for homeowner/tenant may be requested.

How to apply:**Permits Online (recommended option):**

Apply online at winnipeg.ca/permitsonline.

By email:

You can submit digital copies of your application documents to ppd-zoningapplications@winnipeg.ca.

By mail, courier or drop off:

If you're unable to email your application, you can mail, courier or drop off your application package (maximum size of 11" x 17") to Zoning and Permits (Unit 31 – 30 Fort Street, Winnipeg, MB, R3C 4X7). Free customer parking is located in the surface parking lot off Assiniboine Avenue at Garry Street and designated customer parking stalls are available. Please register your vehicle license number with the front desk clerk at the Zoning and Permits office.

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:

PDF 1 Application form (Letter of Authorization)

PDF 2 Site plan

PDF 3 Building plans (floor plans)

If you have any questions, call Permits Direct Line at **204-986-5140** or email ppd-zoningapplications@winnipeg.ca to connect with a Zoning Development Officer.

We are collecting your personal information to manage and administer your application. *The Freedom of Information and Protection of Privacy Act (FIPPA)* section 36(1)(b) allows us to collect it for this purpose, while FIPPA section 44(1)(a) allows us to disclose it. FIPPA gives you privacy rights, and we do not use or share your personal information for any other purpose unless it is authorized by law or with your consent. Contact the City of Winnipeg Corporate Access and Privacy Officer at FIPPA@winnipeg.ca or dial 311 if you have questions about this collection of your personal information.