

## Home-Based Business Development Permit Application Form

Date: \_\_\_\_\_

Use this application to apply for a development permit to operate a home-based business from your primary residence. This application helps confirm the business complies with 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. The applicant is also required to obtain building and occupancy permits.

**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:**

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 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.”

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

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**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.

**Briefly describe the operation of your business:** Including any goods and services to be provided

**What business activities will be performed at the home address?**

**What materials or equipment will be kept at the address?**

**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?

**Parking information:**

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

**Employee and customer information:**

a. Will there be employees attending the property who do not live on the premises? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, how many?:
b. Are customers/clients attending the premises? <input type="checkbox"/> No <input type="checkbox"/> Yes 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"/> No <input type="checkbox"/> Yes
<b>Note:</b> 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 <sup>2</sup>
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, fully dimensioned

<input type="checkbox"/> Letter of Authorization (not required if owner is the applicant)
<input type="checkbox"/> Site plan
<b>Note:</b> Verification of residency for homeowner/tenant may be requested.

**How to apply:**

<p><b>Permits Online (recommended option):</b> Apply online at <a href="http://winnipeg.ca/permitsonline">winnipeg.ca/permitsonline</a>.</p> <p><b>By email:</b> You can submit digital copies of your application documents to <a href="mailto:ppd-zoningapplications@winnipeg.ca">ppd-zoningapplications@winnipeg.ca</a>.</p> <p><b>By mail, courier or drop off:</b> 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.</p>
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**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

If you have any questions, call Permits Direct Line at **204-986-5140** or email [ppd-zoningapplications@winnipeg.ca](mailto: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](mailto:FIPPA@winnipeg.ca) or dial 311 if you have questions about this collection of your personal information.