

# HOME BASED BUSINESS APPLICATION

<b>OFFICE USE ONLY</b>	
Date Received:	_____
Receipt #:	_____
Zoning:	_____

## APPLICANT CONTACT INFORMATION

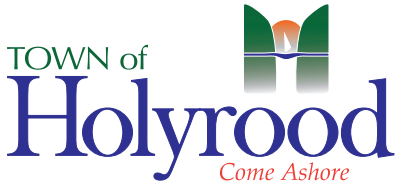
Name:		
Mailing Address:		Postal Code:
Phone:	Cell:	Home:
Email:		

## PROPERTY OWNER CONTACT INFORMATION (if different from applicant contact information)

Name:		
Mailing Address:		Postal Code:
Phone:	Cell:	Home:
Email:		

## PROPERTY INFORMATION

Location of Property:				
Description of Home Based Business:				
Days of Business Operation:				
Hours of Business Operation:				
Size of Property:	Frontage:	Depth:	Lot Area:	Attach Legal Survey
Size of Dwelling:	m <sup>2</sup>		Number of Storeys:	
Area occupied by home based business (dedicated area of multi-purpose area of dwelling):				m <sup>2</sup>
<i>(Attach floor plan illustrating location and demensions of home based business within the dwelling)</i>				
Type of Development: <input type="checkbox"/> New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Occupancy				
Estimated cost of construction/renovation (if applicable): \$				
Will an accessory building and/or garage be used for the business? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you propose to store goods/equipment on site? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please indicate location and size of storage area:				
# of on-site parking spaces:		# of Employees: _____ Resident _____ Non-Resident		
Will people come to your home regarding business? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, _____ visits per day				
Is signage proposed for the home based business? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please indicate location and size of sign:				



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**DECLARATION STATEMENT:**

I hereby submit this application and confirm that the information supplied is to the best of my knowledge is correct. I agree to comply with all Town Regulations, the National Building Code 2005 Edition and ancillary codes, agree to build in accordance with the plans approved by the Town of Holyrood, and not to commence building without applicable written approval and permits from the Town of Holyrood.

**NOTE:**

*Where the Applicant and the Property Owner are not the same, the signature of the property owner is required before the application can be accepted for processing.*

*The Home Based Business Application does not require a fee, however, if approved, the business will require a Commercial Occupancy Permit, which has an associated fee of \$100.*

*Prior to formally submitting an application form, it is advisable that the applicant set up an appointment to review the application with the Planning and Development Department to ensure that all required information has been supplied and to facilitate application processing.*

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Applicant Signature

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Date

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Property Owner Signature

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Date