

CONTACT INFORMATION

OWNER: _____	APPLICANT: _____
MAILING ADDRESS: _____	MAILING ADDRESS: _____
CITY / PROVINCE: _____	CITY / PROVINCE: _____
POSTAL CODE: _____	POSTAL CODE: _____
PHONE NO.: _____	PHONE NO.: _____
EMAIL: _____	EMAIL: _____

PROPERTY INFORMATION

MUNICIPALITY: _____

LEGAL DESCRIPTION: _____

CIVIC ADDRESS: _____

DESCRIPTION OF HOME OCCUPATION: _____
(Company Name, hours of operation, type of business customers attending home, signage, # of employees, space to be occupied, etc...)

PROPOSED BUILDING INFORMATION

Floor area of dwelling or accessory being used for the home occupation: _____

REQUIRED INFORMATION

Floor Plan Maximum Hard Copy Size of 11" x 17"	<input type="checkbox"/>	Residential Plan Review Fee payable by debit, cheque or cash <i>(Please refer to fee schedule)</i>	<input type="checkbox"/>
Letter of intent detailing type of Home Occupation	<input type="checkbox"/>		

ADDITIONAL REQUIREMENTS

(Following application RRPD to advise if further approvals are required – not an exhaustive list)

Municipal Business License	<input type="checkbox"/>	Letter of Authorization	<input type="checkbox"/>
Proof of Ownership	<input type="checkbox"/>		

DECLARATION

The undersigned hereby applies for a permit in accordance with this application, all municipal by-laws and provincial regulations applicable thereto.

Applicant Name: _____

Applicant Signature: _____ Date: _____

OFFICE USE ONLY:

PLAN REVIEW RECEIPT NO.:	_____	ROLL NO.:	_____
DATE OF SUBMISSION:	_____	ZONE:	_____
RECEIVED BY:	_____		