



HOME BASED BUSINESS LICENSE APPLICATION

THIS IS NOT the approval for your Home Based Business License

Permit # _____

I hereby make application for a permit to develop a business according to the information below and to the plans and documents attached to this application

PROJECT INFORMATION	Civic Address of Development (Including Unit #)		Legal Description		
			Lot _____ Blk/Par _____ Plan _____		
	Name of Proposed Business:		Is there going to be any construction? () YES () NO		
	Number of Resident Employees:		Estimated Development Dates		
	Number of Non-Resident Employees:		Property Size:		
	Portion of Residence being used:		Portion of detached garage being used:		
	Description of Proposed Business:				
APPLICANT	Contact Name:		Company Name:		
	Mailing Address:				
	Phone Number:	Cell Number:	Fax Number:		
	Website Address:		Email Address:		
APPLICATION WILL NOT BE PROCESSED IF SITE PLAN AND FLOOR PLAN SHOWING BUSINESS AREA IS NOT ATTACHED			OFFICE USE		
			I/We authorize the contact information and website address of the above business to be posted on the Town website () YES () No		
			Roll Number:		
			Fee for Development Permit: N/A_____		
			Fee for Business License \$50.00 R# _____		
			() Type I () Type II () Prohibited		
Council Meeting:					

The issuing of a license to a person by the Town does not relieve that person of the responsibility to obtain any federal/provincial license that may be required by law _____ (Initial)

I hereby agree to comply with the Building & Zoning Bylaw of the Town of Rosthern and acknowledge that it is my responsibility to ensure compliance with these and other applicable bylaws, provincial acts & regulations regardless of any plan review or inspection that may or may not be carried out by the Town of Rosthern or its authorized representatives. I agree to conduct in accordance & compliance with the information & plans provided by me in this application & will obtain all other work permits required in conjunction with my developments. I hereby declare that the above information is correct.

Applicant Signature _____

Date _____

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The Town of Rosthern has adopted the following development standards for home based business businesses. Please review and sign below to confirm that you understand and will follow each of the following standards:

Type I-Home Based Business:

- (1) No persons other than residents of the dwelling shall be employed in the home based business on the site.
- (2) Home based businesses shall be conducted entirely indoors, and no more than 20% of the gross floor area of the dwelling including the area of the basement and any attached garage, up to a maximum of 30m², may be occupied by home based businesses.
- (3) An attached garage or detached accessory building may be occupied by a home based business, provided that the total area devoted to home based businesses does not exceed 30m² on the site, and that no required parking spaces associated with the principal use are occupied by home based businesses.
- (4) There shall be no exterior storage on the site in relation to the home based business, and no exterior alterations shall be permitted that are not consistent with the residential character of the buildings or property except for one permitted sign.
- (5) No noise, vibration, smoke, dust, odours, heat, glare, electrical, television or radio interference detectable beyond the boundaries of the building containing the home based business shall be produced.
- (6) No more than one business related vehicle with a gross vehicle weight of no more than 5,000 kg and a total length of no more than 6.0 meters may be stored on or in the vicinity of the site.
- (7) Regardless of the number of home based businesses that may be located on any one site, a total of no more than seven (7) client or business related visits per day shall be made to home based businesses on any one site, and no deliveries of merchandise, goods or equipment shall be made to the businesses by a vehicle with a gross vehicle weight of more than 5,000kg or by a vehicle with a total length of more than 6.0 meters.
- (8) A total of no more than 2.0 cubic meters of storage may be permitted within a dwelling on any one site, and a total of no more than 4.0 cubic meters of storage may be permitted within an attached or detached accessory building in relation to home based businesses. No storage of hazardous, explosive or flammable materials shall be permitted in relation to a home based business.

Type II-Home Based Business:

- (1) In accordance with the definition of a Type II home based business, no more than one non-resident person shall be employed in relation to home based businesses on any one site.
- (2) Home based businesses shall be conducted entirely indoors, and no more than 20% of the gross floor area of the dwelling, including the area of the basement and any attached garage, up to a maximum of 40m², may be occupied by home based businesses.
- (3) An attached garage or detached accessory building may be occupied by a home based business, provided that the total area devoted to home based businesses does not exceed 40m² on the site, and that no required parking spaces associated with the principal use are occupied by home based businesses.
- (4) There shall be no exterior storage on the site in relation to the home based business, and no exterior alterations shall be permitted that are not consistent with the residential character of the buildings and property except for one permitted sign.
- (5) No noise, vibration, smoke, dust, odours, heat, glare, electrical, television or radio interference detectable beyond the boundaries of the building containing the home based business shall be produced.
- (6) One off-street parking space shall be required for a non-resident employee, and this space may be located in a required front yard. Additional off-street parking spaces may be required, where in the opinion of the Development Officer, due to the nature of the business or the site, the provision of parking is necessary to maintain the residential character of the area. The siting and screening of all required parking spaces shall be undertaken to the satisfaction of Council.
- (7) No more than one business related vehicle with a gross vehicle weight of no more than 5,000 kg and a total length of no more than 6.0 meters may be stored on or in the vicinity of the site.
- (8) Regardless of the number of home based businesses that may be located on any one site, a total of no more than fourteen (14) client or business related visits per day shall be made to home based businesses on any one site, and no deliveries of merchandise, goods or equipment shall be made to the businesses by a vehicle with a gross vehicle weight of more than 5,000 kg, or by a vehicle with a total length of more than 6.0 meters.
- (9) A total of no more than 2.0 cubic meters of storage may be permitted within a dwelling on any one site, and a total of no more than 4.0 cubic meters of storage may be permitted within an attached or detached accessory building in relation to home based businesses. No storage of hazardous, explosive or flammable materials shall be permitted in relation to a home based business.

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Name of Proposed Business: _____

Civic Address of Proposed Business: _____

Legal Description: Lot: _____ Block: _____ Plan: _____

Description of proposed business including goods or services provided:

Will you be the sole owner of the business? () YES () NO

Number of employees who do not reside at this address? _____

Do your employees come to your residence? _____ If so, for what purpose? _____

While at your residence, where will your employee(s) park? _____

Will you have customers/clients coming to your residence? () YES () NO

If yes, which days/times? _____

How many customers/clients per day will come to your residence? _____

How many customers/clients will be at your residence at one time? _____

While at your residence, where will customers/clients park? _____

Will materials and/or equipment (hand tools or large equipment) be used in the operation of your business? _____

If yes, please describe materials and/or equipment and storage plan:

Will materials used in connection with your business be delivered to your residence? () YES () NO

If yes-what kind of material will be delivered? _____

How frequently? _____

What type of vehicle will make the deliveries? _____

Do you operate a separate/commercially licensed vehicle in connection with your business? () YES () NO

Describe size and type (length & width) of vehicle? _____

Where will it be parked? _____

Describe any materials and/or equipment (eg. hand tools or large equipment to be used in the operation of your business):

Will your business be involved in providing goods or services at job site(s) away from your residence?

(eg. carpet cleaning, home renovations) () YES () NO

Other information: _____
