



Department of Community Development – Planning Division

City of Mount Pearl  
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Mount Pearl, NL  
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## HOME BASED BUSINESS APPLICATION

**CONTACT INFORMATION (To be completed by the applicant):** ••• please print •••

<p><b>Applicant:</b> _____</p> <p><b>Mailing Address:</b> _____</p> <p><b>Postal Code:</b> _____</p> <p><b>Telephone:</b> Home: _____</p> <p style="padding-left: 40px;">Work: _____</p> <p style="padding-left: 40px;">Cell: _____</p> <p><b>Fax:</b> _____</p> <p><b>E-mail:</b> _____</p>	<p><b>Property Owner(s):</b> _____</p> <p><b>Mailing Address:</b> _____</p> <p><b>Postal Code:</b> _____</p> <p><b>Telephone:</b> Home: _____</p> <p style="padding-left: 40px;">Work: _____</p> <p style="padding-left: 40px;">Cell: _____</p> <p><b>Fax:</b> _____</p> <p><b>E-mail:</b> _____</p>
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**APPLICATION INFORMATION (Attach additional correspondence, surveys, plans, fees where required):**

**Location of property:** \_\_\_\_\_

**Description of Home Based Business:** \_\_\_\_\_

\_\_\_\_\_

**Days and hours of business operations:** \_\_\_\_\_

**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 or multi-purpose area of dwelling):** \_\_\_\_\_ m<sup>2</sup>  
(Attach floor plan illustrating location and dimensions of home based business within the dwelling).

**Type of development:** New Construction       Renovation       Occupancy

**Estimated cost of construction/ renovation (if applicable) \$** \_\_\_\_\_

**Will an accessory building and /or garage be used for the business:**  No       Yes

**Do you propose to store goods/ equipment on site?** No  Yes  If yes, please indicate  
location & size of storage area: \_\_\_\_\_

**# of on-site parking spaces:** \_\_\_\_\_      **# of Employees:** Resident \_\_\_\_\_ Non-resident \_\_\_\_\_

**Will people come to your home regarding business?** No  Yes  If yes, \_\_\_\_\_ visits per day.

**Is signage proposed for the Home Based Business?** No  Yes  If yes, please indicate  
location & size of sign: \_\_\_\_\_

**DECLARATION:** I hereby submit this application and confirm that the information supplied is correct and complete to the best of my knowledge. I agree to comply with all Municipal Regulations, the National Building Code 2015 Edition and ancillary codes, agree to build in accordance with the plans approved by the City of Mount Pearl, and not to commence building without applicable written approval and permits from the City of Mount Pearl.

**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.

**Applicant:** \_\_\_\_\_

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

**Property Owner:** \_\_\_\_\_

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

- Please note:**
- 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 (see City's Schedule of Rates and Fees).
  - Prior to formally submitting an application form, it is advisable that the applicant set up an appointment to review the application with the Planning Division to ensure that all required information has been supplied and to facilitate application processing.

••• STAFF USE ONLY •••

**Date Fee(s) Received:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Receipt #:** \_\_\_\_\_

**File #:** \_\_\_\_\_