



Planning, Engineering and Development

City of Mount Pearl
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H O M E B A S E D B U S I N E S S A P P L I C A T I O N

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

<p>Applicant: _____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>Postal Code: _____</p> <p>Telephone: Home: _____</p> <p style="padding-left: 20px;">Work: _____</p> <p style="padding-left: 20px;">Cell: _____</p> <p>_____</p> <p>E-mail: _____</p>	<p>Property Owner(s): _____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>Postal Code: _____</p> <p>Telephone: Home: _____</p> <p style="padding-left: 20px;">Work: _____</p> <p style="padding-left: 20px;">Cell: _____</p> <p>_____</p> <p>E-mail: _____</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: _____ m² **Number of storeys** _____

Area occupied by Home Based Business (dedicated area or multi-purpose area of dwelling): _____ m²
(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, current edition, 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 #: _____