

Please complete 1 application per Home-Based Business. Please also provide:

- \$75.00 fee made payable to the City of Pickering
- a copy of articles of incorporation, business name style, or partnership registration, as the case may be
- a copy of any Provincial or other agency document required in order to conduct this business
- Home-Based Business Information is available on our website at [pickering.ca/en/cityhall/homebasedbusinesses.asp](http://pickering.ca/en/cityhall/homebasedbusinesses.asp)

Please note that if the Home-Based Business is to be located within an apartment building or a condominium corporation, the apartment management or condominium corporation's rules prevail where more restrictive than those of the City of Pickering.

**Submit completed application form to the City of Pickering, Clerk's Office, One The Esplanade, Pickering, ON L1V 6K7, 905.420.4611**

**Applicant Information**

First Name  Last Name

Full street address of the dwelling unit in which the Home-Based Business operates:

Street Address  Unit No.

Legal Description

Lot  Concession  Plan

Other  Roll No.

City  Province  Postal Code

Home Phone No.  Fax No.

Mailing Address - check box if same as above. If different specify in the fields below.

Street Address  Unit No.

City  Province  Postal Code

- Are you a resident at the above address?  Yes  No
- Are you the sole proprietor of the Home-Based Business?  Yes  No
- Are you a partner of the Home-Based Business?  Yes  No
- Are you a shareholder of the company operating the Home-Based Business?  Yes  No
- Are you an officer of the company operating the Home-Based Business?  Yes  No
- Are you an employee who uses your dwelling unit as your principal place of business?  Yes  No

What is the name of the company operating the Home-Based Business?

What is the name of the Home-Based Business?

Explain what type of work will be performed in the Home? Please attach a separate sheet if necessary.

How many other people are or will be working at this location for this Home-Based Business?

How many of these other people also reside in the dwelling unit?

Is there a sign \* for the Home-Based Business? \*Please refer to Sign By-law for applicable rules.

Yes     No     Proposed

What is the location of the sign?     Wall     Door     Mailbox     Other

Is the surface area of the sign less than or equal to the maximum area of 800 square centimetres?

Yes     No

What is the total finished floor area \* of the entire dwelling unit?

square metres

\*(total finished floor area includes basement, if finished).

What is the total floor area of the Home-Based Business?

(50 max) square metres

What percentage of the total dwelling unit does the Home-Based Business occupy?

(25 max)

Where in the dwelling unit is the Home-Based Business located? Please describe below and attach a separate sheet if necessary.

**Declarations**

- I declare that the information provided on this form is true.
- I will notify the City of Pickering should any of the circumstances described on the application form change, and understand that if there is any substantial change to the nature of the Home-Based Business, a new Home-Based Business licence application and fee may be required.
- I understand that misrepresentation constitutes fraud, subjecting me (and the Home-Based Business, if incorporated) to charges and the City's revoking of the licence.
- I hereby acknowledge that all parking associated with the Home-Based Business, except for that of customers and clients, must be located on the lot.
- I hereby agree to and follow the City's zoning by-law, licence by-law, and sign by-law provisions relating to the Home-Based Business.
- I hereby attest that the operation of the Home-Based Business described on this application will not contravene any municipal, provincial, or federal law or regulation.
- I hereby authorize a municipal law enforcement officer of the City of Pickering entry to the property for the purpose of conducting an inspection regarding this Home-Based Business licence application between the hours of 9:00 am and 5:00 pm standard time.

\_\_\_\_\_  
Signature of Home-Based Business  
Licence Applicant

\_\_\_\_\_  
Application Date

**Office Use Only**

**\$75.00 application fee submitted?**

Yes  No

Debit

Cheque

Credit

RSN No.

Licence No. HBB-

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Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*. This information is collected to process this application. Any questions related to the collection of this information should be directed to the City Clerk, One The Esplanade, Pickering, ON L1V 6K7, 905.420.4611.