



Application for Home Based Business License

In addition to the application, the required documentation must also be submitted when applying for a home based business:

- A site plan outlining the area (including square footage) of your home to be used for the business;
- A brief letter of intent explaining your business operation;
- If you do not own the home, we require a letter from the owner of the property stating they have no concerns with the applicant operating a permitted home based business out of the residence;
- Depending on the occupation, a copy of any applicable license as issued by the Province of Manitoba as required for operation;
- Business license fee for 2022:
 - Resident: \$100.00

Development Property			
Civic Address:			
Legal Description:	Lot:	Block:	Plan:
Zoning By-Law Designation:			
Property Owner Contact Information			
Owner Name:			
Owner Phone Number:	Home:	Cell:	
Owner E-mail Address:			
Owner Mailing Address:	Street:	City:	Postal Code:
Applicant Contact Information (If Different from Owner)			
Applicant Name:			
Applicant Phone Number:	Home:	Cell:	
Applicant Email Address:			
Applicant Mailing Address:	Street:	City:	Postal Code:
Home Based Business Information			
All home based businesses must be operated in accordance with all plans and documents as approved as part of this application (Section 78)			
Current/Existing Use of the Property:			
Name of Business:			
Nature of Home Based Business:			

Details of Home Based Business:

Zoning By-Law Policies for Home Based Businesses

Information Required from Applicant

The cumulative size of all home based businesses within a dwelling unit or accessory building must not exceed 25 percent of the total gross floor area of the dwelling unit and accessory building or 800 square feet, whichever is less (Section 78.4g)

What type of dwelling do you live in?
 Single Detached House Duplex
 Apartment Mobile Home
 Other: _____

Is there any change planned to the appearance or structure of the home?
 Yes, please specify: No:

The sales of goods on the premises must be limited to incidental retail sales of those articles produced on-site or incidental to the service provided by the home-based business (Section 78.4k)

What type of business is proposed?
 Home Office for: _____
 Retail Sales of: _____
 Instructional Classes for: _____
 Other: _____

An accessory structure may be used for conducting a home-based business, provided the structure complies with all other requirements of this By-Law (Section 78.4f)

What types of equipment and materials are used in this business?
 Office Supplies (computer, desk etc....)
 Vehicle Other: _____

Where are the equipment and materials to be stored?
 Principal Building Garage/Shed
 Yard Other: _____

<p>No home-based businesses may have any outdoor storage of any items related to the business, including without limitation, materials, inventory, or equipment, unless such items are stored in an enclosed accessory building meeting the requirements of the by-law (Section 78.4i)</p>	<p>Other than storage, will any activities of the business be carried out in a detached accessory building (garage, shop etc...) <input type="checkbox"/> Yes, please specify: _____ <input type="checkbox"/> No</p> <p>If Yes, please state size of the building: Floor Area of the building: _____ sq feet</p>
<p>A home based business may provide instructional classes for not more than four pupils at a time (Section 78.4i)</p>	<p>Will clients be coming to your home? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, state how many clients at one time? Number of clients: _____</p> <p>If Yes, what are your hours of operation? <input type="checkbox"/> Mon-Fri between 8:00am-5:00pm <input type="checkbox"/> Other Hours: _____</p>
<p>The operators of the home based business must be residents of the dwelling unit 78.4b)</p> <p>Only one non-resident employee may work on the premises regardless of the number of home based businesses that may be permitted for that premises (Section 78.4d)</p>	<p>Will anyone not living in your home be working at your home? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Work or activity must be conducted entirely within the residential unit or accessory building (Section 79.4h)</p>	<p>Will the business operation result in any of the following impacts to the neighbourhood including :</p> <p><input type="checkbox"/> Loud Noise <input type="checkbox"/> Odours <input type="checkbox"/> Frequent Traffic <input type="checkbox"/> Smoke <input type="checkbox"/> Other type of disturbance: _____ <input type="checkbox"/> No</p>
<p>There must be no exterior indication of the existence of the home based business, and no indoor display visible from the outside, except that a home based business may have one non-illuminated fascia type identification sign not exceeding 4 square feet of total surface area (Section 78.4j)</p>	<p>Will there be any signage on your property? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, state the size of sign Size: _____</p> <p>If yes, state the location of the sign: <input type="checkbox"/> Exterior Wall of Building <input type="checkbox"/> Entrance to Driveway on Property <input type="checkbox"/> Other: _____</p>

Please check each box to confirm you understand and agree to the following statements:

- I hereby declare that all the information provided in this application for a home based business and contained in the supporting documents are to the best of my belief true and correct in all respects.
- I hereby acknowledge any change to the plans outlined within this application will result in the current business license permit being null and void.
- I hereby acknowledge that prior to any business or address change; that I am responsible to notify the City of Steinbach without delay, and that I am required to re-apply for a new business license.

Please note: Incomplete applications or those with insufficient payment will be returned.

Signature of Applicant: _____

Print Name: _____ Date: _____

In addition to the application, please note the following:

As per By-Law 1285(5) no person shall be granted a business license unless he/she provides adequate parking space for his/her customers other than parking on a public road.

As per By-Law 2100 any person operating a business in the City of Steinbach requires a business license. Copies of By-Law 2100 may be viewed at City Hall, 225 Reimer Avenue, between 9:00 a.m.-4:00 p.m. Monday to Friday, or on the City of Steinbach website: www.steinbach.ca.
If your business is no longer in operation please notify the City of Steinbach office in writing.

For City of Steinbach Office Use Only

Fee Paid _____ Receipt Number _____ License # _____ Date of Payment _____

Conditions of License:

Zoning Compliance _____

Community Services Officer _____

City Planner _____