



CITY OF STEINBACH  
225 REIMER AVE  
STEINBACH MB R5G 2J1  
T. 204.326.9877

## APPLICATION FOR HOME BASED BUSINESS LICENCE RENEWAL

HOME BASED RENEWAL LICENCE FEE FOR 2024: \$100

DEPENDING ON THE OCCUPATION, A COPY OF ANY APPLICABLE LICENCE AS ISSUED BY THE PROVINCE OF MANITOBA MUST ACCOMPANY YOUR APPLICATION. THE LICENCE MUST BE VALID AND CURRENT AND A COPY IS REQUIRED EVERY RENEWAL YEAR.

PROPERTY INFORMATION:	
ADDRESS OF BUSINESS	
ZONING ( <u>OFFICE USE ONLY</u> )	
PROPERTY OWNER CONTACT INFORMATION:	
OWNER FULL NAME	
OWNER PHONE NO.	
OWNER EMAIL ADDRESS	
OWNER MAILING ADDRESS	
APPLICANT/TENANT CONTACT INFORMATION (IF DIFFERENT FROM OWNER):	
APPLICANT FULL NAME	
APPLICANT PHONE NO.	
APPLICANT EMAIL ADDRESS	
APPLICANT MAILING ADDRESS	
HOME BASED BUSINESS INFORMATION:	
NAME OF BUSINESS	
DESCRIPTION OF BUSINESS	

**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 CORRECT IN ALL RESPECTS.
- I HEREBY ACKNOWLEDGE THAT ANY CHANGE TO THE BUSINESS OUTLINED WITHIN THIS APPLICATION WILL RESULT IN THE CURRENT BUSINESS LICENCE 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 LICENCE.

*PLEASE NOTE: INCOMPLETE APPLICATIONS OR THOSE WITH INSUFFICIENT PAYMENT WILL BE RETURNED*

SIGNATURE OF OWNER/APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**IN ADDITION TO THE APPLICATION, PLEASE NOTE THE FOLLOWING:**

NO PERSON SHALL BE GRANTED A BUSINESS LICENCE UNLESS HE/SHE PROVIDES ADEQUATE PARKING SPACE FOR HIS/HER CUSTOMERS OTHER THAN PARKING ON A PUBLIC ROAD.

AS PER **BUSINESS LICENCE BY-LAW 2204** ANY PERSON OPERATING A HOME BASED BUSINESS IN THE CITY OF STEINBACH REQUIRES A BUSINESS LICENCE. FURTHER REQUIREMENTS OF ALL HOME BASED BUSINESS PROPERTIES CAN BE FOUND IN SECTION 78 OF **ZONING BY-LAW 2100**. COPIES OF **BUSINESS LICENCE BY-LAW 2204** AND **ZONING 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](http://WWW.STEINBACH.CA).

*IF YOUR BUSINESS IS NO LONGER IN OPERATION, PLEASE NOTIFY THE CITY OF STEINBACH OFFICE.*

**FOR CITY OF STEINBACH OFFICE USE ONLY**

RECEIPT NO. \_\_\_\_\_ LICENCE NO. \_\_\_\_\_ PAYMENT DATE \_\_\_\_\_

CONDITIONS OF LICENCE:

ZONING COMPLIANCE \_\_\_\_\_

COMMUNITY SERVICES OFFICER \_\_\_\_\_

CITY PLANNER \_\_\_\_\_