



Home Based Business License Application/Renewal

GENERAL BUSINESS INFORMATION (complete all lines LEGIBLY)

Applicant Name: _____

Civic Address of Business: _____

Business Mailing Address: _____ City: _____ Postal Code: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

DESCRIPTION OF BUSINESS (complete all lines LEGIBLY)

Operating Name of Business: _____

Description of Business: _____

Portion of Residence being used (%): _____ Business Start Date: _____

Number of Employees: _____ Number of Non-Resident Employees: _____

OWNER INFORMATION (complete all lines LEGIBLY)

Owner Name: _____

Mailing Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

MUST BE COMPLETED BY APPLICANT:

I/We authorize the contact information, email, and website address of the above business to be posted on the City of Warman website and in the Guide to Warman. Yes No

The issuing of a license to a person by the City of Warman does not relieve that person of the responsibility to obtain any federal/provincial license that may be required by law, and any federal/provincial laws must also be followed.

(initial) _____

FOR OFFICE USE:

Date Received: _____ Annual License Fee \$100 Rcpt #: _____
(Fee Schedule: Existing Businesses - Jan. 1st - Dec. 31st - \$100; New Businesses - Jan. - Aug. 31st - \$100; Sept.-Dec. 31st - \$50)

Business License #: _____ City Representative: _____

I hereby agree to comply with Building Bylaw 95-01, Business Bylaw 2008-23, and Zoning Bylaw 2006-11 of the City of Warman and acknowledge that it is my responsibility to ensure compliance with these and any other applicable bylaws, provincial acts and regulations regardless of any plan review or inspections that may or may not be carried out by the City of Warman or its authorized representative. I agree to conduct my Business in accordance and compliance with the information and plans provided by me in this application and will obtain all other work permits required in conjunction with my developments. I hereby declare that the above information is true and correct.

Applicant Signature: _____ Date: _____



City of Warman Home Based Business License

This is NOT the approval for your Business License or Development Permit

The City of Warman has adopted the following development standards for home based businesses. Please review and sign below to confirm that you understand and will follow each of the following standards:

ALL BUSINESS LICENSES (INCLUDING RENEWALS) MUST READ & SIGN:

1. No person or persons shall commence or operate a home based business until a Home Based Business Application Form, as established by Council, is completed and permission is obtained from the City to commence or operate the home occupation.
2. Home Based businesses may be located in a dwelling used as the owners own residence or in a building accessory to the dwelling.
3. Home based businesses shall be conducted entirely within the dwelling or accessory building.
4. Home based businesses shall not create any conflict with the residential area in terms of emissions including but not limited to noise, glare, dust or odour, which would be disruptive to the surrounding residential uses.
5. Home based businesses shall not result in a prominent increase in traffic or parking needs in the residential area.
6. The home based business shall not have any exterior display or storage of materials and no exterior variation from the residential character of the residence or its accessory building.
7. Persons employed in the home based business shall be full time residents of the dwelling.
8. No more than 25% of the gross floor area of the principal building shall be used for the home based business.
9. All permits issued for the home based businesses shall be valid for the period of time the property is occupied by the applicant.

Applicant Name: _____ Applicant Signature: _____

****Note: there will be a 6-8 week processing time for all business licenses, including renewals****

THIS FORM MUST BE FILLED OUT FOR ALL NEW HOME BASED BUSINESSES



City of Warman
Home Based Business License
This is NOT the approval for your Business License

Is this application for renewal of an existing home occupation with NO changes? YES _____ NO _____

Name of proposed business: _____

Civic Address of proposed business: _____

Description of proposed business including good or services provided: _____

Will you be the sole owner of the business? YES _____ NO _____

Number of employees who do not reside at this residence: _____

Do your employees come to your residence? _____ If so, for what purpose? _____

While at your residence, where will your employees park? _____

Will you have customers/clients coming to your residence? YES _____ NO _____

If yes, which day/time? _____

How many customers/clients per day will come to your residence? _____

How many customers/clients will be at your residence at one time? _____

While at your residence, where will your clients park? _____

Will materials and/or equipment (hand tools or large equipment) be used in the operation of your business? If

yes, please describe materials and/or equipment storage plan: _____

Will materials used in connection with your business be delivered in your residence? YES _____ NO _____

If yes, what kind of materials will be delivered? _____

How frequently? _____

What type of vehicle will make the deliveries? _____

Do you operate a separate/commercially licensed vehicle in connection with your business? YES _____ NO _____

If yes, describe size and what type of vehicle: _____

Where will it be parked? _____

Describe any materials and/or equipment to be used in the operation of your business: _____

Will your business be involved in providing goods or service at job sites away from your residence (eg. carpet cleaning, home renovations)? YES _____ NO _____

Other information:

****Note: there will be a 6-8 week processing time for all business licenses, including renewals****