THE VILLAGE OF CUMBERLAND

Home Occupation

Business Licence Application

This is an application for: ☐ **Home Occ. Business Licence** (annual) ☐ **Home Occ. + Inter-Community Licence** (annual)
(MUST CHECK ONE) (+ $150 Fee for Inter-Community Licence - annual)

Section 1: Business/Applicant Info

BUSINESS OWNER(S)/APPLICANT(S)	BUSINESS NAME (DOING BUSINESS AS)	
BUSINESS PHONE	BUSINESS CELL (IF DIFFERENT)	BUSINESS EMAIL
BUSINESS MAILING ADDRESS		
DESCRIPTION OF BUSINESS – INCLUDE WHAT SERVICES/PRODUCTS THE BUSINESS WILL PROVIDE		

Section 2: Property Information

CIVIC ADDRESS OF BUSINESS LOCATION

PROPERTY OWNER: Is business owner the property owner? Yes ☐ - leave below blank
No ☐ - fill out below, and include an **Agent Authorization Form**

NAME	PHONE or EMAIL

Section 3: Additional Business Information

NUMBER OF **RESIDENT** EMPLOYEES	NUMBER OF **NON-RESIDENT** EMPLOYEES	**TOTAL** NUMBER OF EMPLOYEES

Will clients regularly visit the premises as part of ordinary business operations? ☐ Yes ☐ No
Max 2 clients at any given time (4 clients for educational businesses)
NUMBER OF CLIENTS AT ANY TIME

FLOOR AREA

FLOOR AREA OF BUSINESS: ☐ ft^2 ☐ m^2	PERCENTAGE OF GFA *(business area/total floor area)*
TOTAL FLOOR AREA OF ALL BUILDINGS ON THE LOT: ☐ ft^2 ☐ m^2	

Location of Business on Property: ☐ Room in house ☐ Secondary suite ☐ Accessory building ☐ Other:

PARKING *(Please review the Zoning Bylaw: Part 9 – Parking and Loading)*

For residential purposes, the minimum size of a perpendicular (90°) parking space is: Width: 2.6m (8.5ft) x Length: 5.5m (18.0ft)	REQUIRED # OF SPACES
	PROVIDED # OF SPACES

SIGNAGE *(Please review the Zoning Bylaw: Part 8 -Signage)* Maximum Size: 1.5m^2 (max height 1.5m)

Will there be any new signage? **If yes, please include a photo or rendering* ☐ Yes* ☐ No

Type of sign: ☐ Facia ☐ Freestanding ☐ Mounted on Fence	MATERIAL	DIMENSIONS *(L x W)*

DAYCARE

This business will be a Daycare: ☐ No ☐ Yes	NUMBER OF CHILDREN IN CARE

Section 5: Signature of Applicant

By signing below the applicant agrees to comply with all bylaws of the Village and all applicable laws, rules, codes, and regulations and orders of all Federal or Provincial authorities having jurisdiction over such business.

PRINTED NAME	SIGNATURE
DATE	

Personal information on this form is collected by the Village of Cumberland pursuant to section 26(c) of the Freedom of Information and Protection Privacy Act for the purpose of processing a licence or application and may be disclosed for the purpose for which it was obtained.
Please direct any questions about the collection of this information to the Corporate Officer, Village of Cumberland, 250-336-2291.