Home-Based Business (Bed and Breakfast) Permit Application Form

Date: _______________________

<table>
<thead>
<tr>
<th>Location Information (premises for Home-Based Business – cannot be a PO Box Number)</th>
<th>Street Number:</th>
<th>Street Name:</th>
<th>Unit Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>Province:</td>
<td>Postal Code:</td>
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</table>

Applicant Information:

- □ New Home-Based Business
- □ Amending existing Home-Based Business

**Applicant Information**

| Name of Applicant: (print) | Address: (if different from Location Information) |
| Email Address: | Daytime Phone Number: |

**Owner Information**

- □ Same as Applicant Information above

| Homeowner’s Name: (print) | Address: (if different from Location Information) |
| Email Address: | Daytime Phone Number: |

**As the Applicant, I confirm (please check one of the following):**

- □ I am the registered owner of the above noted property and it is my primary place of residence.
- □ I have the permission of the registered owner(s) of the above noted property to make the attached Home Based-Business Application and it is my primary place of residence. Please provide a letter of authorization from the registered property owner(s) and attach it to the Home-Based Business application.

**How to Apply:**

Submit your completed application to the Zoning & Permits Branch.

- Email: ppd-permit@winnipeg.ca
- Drop off or mail: Unit 31-30 Fort St., Winnipeg, MB, R3C 4X7

**Fees:**

Fees will be assessed at the time of application. Refer to the [Planning, Development, and Building Fees and Charges schedule](#) for more information.

Payments can be made in-person, by mail or by calling Permits Direct Line at 204-986-5140, selecting option 7 and then 1 to speak to the cashier. Please note that individual invoices of more than $10,000 must be paid by cheque or bank draft, which can be made payable to the “City of Winnipeg.”

**Note:** The Bed and Breakfast Home-Based Business also requires a separate [Conditional Use](#) application.
**Business Information**

<table>
<thead>
<tr>
<th>Business Start Date</th>
<th>Number of signs</th>
<th>Size of Signage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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**Business Identification Signage**

Maximum signage: One non-illuminated sign, attached to the principle building, maximum 2 sq. ft. Any additional signage requires a Sign Permit.

<table>
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<tr>
<th>Will there be employees attending the property who do not live on the premises?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td>□ No[343x594]</td>
</tr>
<tr>
<td>If yes, how many? ______________________________</td>
</tr>
</tbody>
</table>

**Note:** You will also need to submit a separate Conditional Use application.

**Checklist of Required Items:**

- **Site Plan**
  - Detailed, fully dimensioned and drawn to scale, including the following:
    - Street names and lot dimensions
    - Dimensions from buildings to property lines
    - Location and dimensions of parking spaces and detached accessory structures (garden sheds, detached garages, etc.)

- **Floor plans**
  - Detailed, fully dimensioned and drawn to scale showing the interior layout of the building, including labels and dimensions of all rooms.

**Briefly Describe the Operation of your Business:**

(include number of guest/guest rooms, hours of operation and number of guest parking spaces):

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

**Declaration of Applicant:**

I hereby certify that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, as by virtue of the Canadian Evidence Act.

Signature: _______________________________ Date: ___________________________

This is an application only. Upon approval, the permit will be emailed to the applicant with instructions for requesting an Occupancy Permit.

Your personal information is being collected consistent with the requirements and limitations set out under The Freedom of Information and Protection of Privacy Act (FIPPA). This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. Your information is protected by FIPPA’s privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg’s Corporate Access and Privacy Officer by mail (City Clerk’s Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.