



Inquiries: businesslicenses@waterloo.ca

Office Use Only: File # _____

Business Licence Application – Home Occupation
Fee: \$172.00

Section A: Business, Owner & Applicant Information

Business Name: _____
Business Location: _____ Unit# _____
City: _____ Province: _____ Postal Code: _____
Phone: _____ Fax: _____ E-mail: _____
Emergency Contact Number (After Hours): _____
Anticipated Open Date (If a new business): _____

Business Owner's Name: _____
Business Owner's Home Address: _____ Unit# _____
City: _____ Province: _____ Postal Code: _____
Phone: _____ Fax: _____ E-mail: _____

Is the Applicant the Business Owner?
 Yes No (complete Applicant information section below)

Applicant Name: _____
Applicant Address: _____ Unit# _____
City: _____ Province: _____ Postal Code: _____
Phone: _____ Fax: _____ E-mail: _____

Section B: General Application Requirements (please attach the following)

- Business Owner Authorization Letter (If applicant is not the business owner)
- Copy of Master Business Licence (If applicable)
- Copy of Certificate of Insurance (Minimum \$2,000,000.00 Public Liability)
- Sole Proprietor:** Copy of government issued identification
- Partnership:** Copy of government issued identification for all partners
- Registered Partnership:** Copy of the registered declaration of partnership and any changes or corrections (Attach full names and addresses of all partners)
- Corporation:** Copy of Certificate of Status (or equivalent)
Corporation Number: _____

Note: This application will be subject to Zoning Approval

I would like to receive email communications from the City of Waterloo which may include, but is not limited to, business licence information, reminders and renewal letters.
*In accordance with CASL, the City of Waterloo does not require consent to send email communications to residents to enforce legal right or obligation.

Section C: Home Occupation Requirements (please attach the following)

Original Copy of a Criminal Record Check obtained in the past six months from a Canadian Police Service (Required from Applicant, Each Partner or Shareholders with more than 30% of the shares in a corporation)

Proof that the Applicant resides in the Dwelling Unit associated with the Home Occupation

Floor Plan of the entire Dwelling Unit (must indicate the units of measurement)

Parking Plan

How many employees do you have: _____

Please select one of the following:

Is your business a Home Office? Yes (Class 1)

Is your business a Home Personal Service? Yes (Class 2)

Are you operating as a Teacher? Yes (Class 2)

Note: If your business is a Class 2, it must be operated out of a single detached dwelling.

I certify that:

- The information, statements, and documents contained in the said application are true and accurate.
- I agree to observe and comply with all requirements of By-law 2014-085, as amended, which pertain to the Licence for which I have made an application and to operate business in compliance with all respective statutes.
- I am 18 years of age or older.
- I have been authorized by the business owner, listed in this application, to apply for a Business Licence on their behalf.

Applicant's Name (Print)

Applicant's Signature

Date

Application fees are non-refundable and are not prorated.

*** Collection Notice**

To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the City Clerk, Waterloo City Centre, 100 Regina Street South, P.O. Box 337, Station Waterloo, Waterloo, ON N2J 4A8, telephone (519) 886-1550.

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