



License # _____

Business License Application (Home Based)

Business Name: _____
Business Type: _____
Mailing Address: _____
Civic Address: _____
Website: _____

Primary Contact Information

Name/Title: _____
Business Phone: _____, Business Fax: _____
Business Cell: _____, Email: _____

Secondary Contact Information

Name/Title: _____
Business Phone: _____, Business Fax: _____
Business Cell: _____, Email: _____

As a Contractor, are you accepting pre-payments from clients? (circle one) Yes / No

(If yes to the above please supply proof of Provincial Licensing)

Provincial / Federal License # (if applicable): _____

Are you exempted from obtaining a Municipal License? (circle one) Yes / No

(If yes to the above you must have proof of exemption, please attach a copy of verification)

Storage of Materials, Dangerous Goods or Chemicals on Premises: yes/no _____

List of Storage Contents: _____

Storage must comply with the 2011/05 Land Use Bylaw & the 2009/04 Nuisance Bylaw of the Town of Millet

Application FEES

Development Permit for secondary use in residential dwelling: \$ 30.00 non-refundable
(Home office does not require a development application)

Home Occupation: \$ 90.00 Home Office: \$ 90.00

Rental Properties: 3 – 5 \$ 120.00 _____, 6 – 10 \$ 240.00 _____, 11 & over \$ 450.00 _____,

***** If discretionary to the zoning regulations in the Land Use Bylaw 2011/05 the application will be forwarded to the Municipal Planning Commission Board for Approval prior to issuance of a Business License *****

****Notes:** No license shall be issued to any person, firm or corporation who is indebted to the Town for any debt in default, excluding them from any indebtedness for current taxes only. License to terminate on the 31st of December of each business year, unless stated for a shorter period or the license has been sooner cancelled or forfeited. *****I the undersigned,

- 1) Accept full responsibility that the foresaid information is true and correct.
- 2) Accept full responsibility for any and all liability related to the day to day conduct of the above stated business.
- 3) Absolve the Town of Millet of any liability whatsoever, which may result from the day to day conduct of the above stated business.
- 4) A signature is required prior to issuance of your business license.

Applicants Signature: _____ Date: _____

See reverse side

Business Profile

What is the total amount of space this business will occupy in your home? _____

How many people will be employed at the residence other than yourself (if any)? _____

Are you planning to expand your business in the next 2 to 5 years? _____

How many clients/customers may be coming to your home at one time? _____

How many clients/customers may be coming to your home during an average day? _____

How many clients/customers may be coming to your home during an average week? _____

How many parking stall will be provided for clients/customers and delivery trucks? _____

(No off-site parking permitted)

Is the garage being used for any portion of the business? _____

If yes, for what type of materials and how much space is used? _____

If the garage is being used, does it interfere with parking of residences vehicles? _____

How many commercial vehicles under 681 kg (3/4ton) gross vehicle weight _____

Over 681 kg (3/4ton) gross vehicle weights _____ associated with the business are stored on or near the residential site.

Will you require signage for advertising? (circle one) YES NO

If yes, you must comply with the Land Use Bylaw 2011/05, Part 4, Section 4.4 & Part 7, Section 7.6 (Signs)

Are you the owner of the premises? (circle one) YES NO

If no, we require an original letter of authorization from the registered owner to conduct business on premises and placement of signage.

Minimum Requirements: Must be Completed

- _____ Application Fee
- _____ Development Permit application / approval
- _____ Floor plan showing dimensions
- _____ Parking requires a site drawing of available parking/on or off site parking (if required)
- _____ A brief description of your business activities
- _____ Signage requires a drawing/picture, the shape/size and description of the placement of the sign. (if required)
- _____ An original letter of authorization from the registered landowner (if other than the applicant)

Freedom of Information & Protection of Privacy Act (FOIP)

Please indicate below, whether or not you would like your business to be promoted by the Town of Millet and/or JEDI at no additional charge, authorization is required. Information about your business may be published in promotional material, advertising and displayed on the Town of Millet and JEDI web site.

I do / do not wish to have my business promoted by the Town of Millet and /or JEDI (Joint Economic Development Initiative)

Applicants Print Name: _____

Applicants Signature: _____

OFFICE USE ONLY:

New Application _____ Renewal _____

Approved by: _____ Refused by: _____

Comments: _____

Development Permit # _____, Business License # _____

Date Approved: _____, Receipt # _____

License Inspector/or Designate Signature: _____