

**CITY OF MARTENSVILLE  
HOME BASED  
DEVELOPMENT PERMIT / BUSINESS LICENSE APPLICATION**  
This is NOT the approval for your Development Permit or Business License

Permit # \_\_\_\_\_

I hereby make application for a permit to develop a business according to the information below and to the plans and documents attached to this application.

<b>PROJECT INFORMATION</b>	<b>Civic Address of Development (Including Unit #)</b>	<b>Legal Description</b>	
		<b>Lot</b>	<b>Block</b>
		<b>Plan</b>	
		<b>Is there going to be any construction?</b>	
		<b>( ) Yes ( ) No</b>	
		<b>Name of Proposed Business:</b>	<b>Estimated Development Date:</b>
	<b>Number of Resident Employees:</b>	<b>Property Size:</b>	
	<b>Number of Non-Resident Employees:</b>		
	<b>Portion of Residence being used:</b>	<b>Portion of detached garage being used:</b>	
	<b>Description of Proposed Business:</b>		
<b>APPLICANT</b>	<b>Contact Name:</b>		<b>Company Name (if applicable)</b>
	<b>Mailing Address:</b>		
	<b>Phone Number:</b>	<b>Cell Number:</b>	<b>Fax Number:</b>
	<b>Website Address:</b>		<b>Email Address:</b>
	<b>I/We authorize the contact information and website address of the above business to be posted on the City website ( )Yes ( )No</b>		
<b>Approved by Condo Association:</b> (Please provide copy of approval letter) ( ) YES ( ) N/A		<b>OFFICE USE</b>	
<b>APPLICATION WILL NOT BE PROCESSED IF SITE PLAN AND FLOOR PLAN SHOWING BUSINESS AREA IS NOT ATTACHED</b>		<b>Roll Number:</b>	
		<b>Fee for Development Permit</b> N/A	
		<b>Fee for Business License \$ ____ R# ____</b>	
		<b>( ) Type I ( ) Type II ( ) Prohibited</b>	
		<b>Committee of the Whole Meeting:</b>	
		<b>Council Meeting:</b>	

The issuing of a license to a person by the City does not relieve that person of the responsibility to obtain any federal/provincial license that may be required by law. \_\_\_\_\_ (initial).

I hereby agree to comply with the Building, Business, & Zoning Bylaw of the City of Martensville and acknowledge that it is my responsibility to ensure compliance with these and any other applicable bylaws, provincial acts & regulations regardless of any plan review or inspections that may or may not be carried out by the City of Martensville or its authorized representative. I agree to conduct my Home Based Business in accordance & compliance with the information & plans provided by me in this application, & 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:** \_\_\_\_\_

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The City of Martensville 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:

**Type I - Home Based Business:**

- (1) No persons other than residents of the dwelling shall be employed in the home based business on the site.
- (2) Home based businesses shall be conducted entirely indoors, and no more than 20% of the gross floor area of the dwelling, including the area of the basement and any attached garage, up to a maximum of 30m<sup>2</sup>, may be occupied by home based businesses.
- (3) An attached garage or detached accessory building may be occupied by a home based business, provided that the total area devoted to home based businesses does not exceed 30m<sup>2</sup> on the site, and that no required parking spaces associated with the principal use are occupied by home based businesses.
- (4) There shall be no exterior storage on the site in relation to the home based business, and no exterior alterations shall be permitted that are not consistent with the residential character of the buildings and property.
- (5) No noise, vibration, smoke, dust, odours, heat, glare, electrical, television or radio interference detectable beyond the boundaries of the building containing the home based business shall be produced.
- (6) No more than one business related motor vehicle and no more than one business related trailer, neither shall have gross vehicle weight of no more than 5,000 kg and a total length of no more than 6.0 metres may be stored on or in the vicinity of the site.
- (7) Regardless of the number of home based businesses that may be located on any one site, a total of no more than seven (7) client or business related visits per day shall be made to home based businesses on any one site, and no deliveries of merchandise, goods or equipment shall be made to the businesses by a vehicle with a gross vehicle weight of more than 5,000kg, or by a vehicle with a total length of more than 6.0 metres.
- (8) A total of no more than 2.0 cubic metres of storage may be permitted within a dwelling on any one site, and a total of no more than 4.0 cubic metres of storage may be permitted within an attached or detached accessory building in relation to home based businesses. No storage of hazardous, explosive or flammable materials shall be permitted in relation to a home based business.
- (9) An approved home based business may serve as the administrative headquarters for up to two associates or partners who may be permitted to work from their own dwelling provided they obtain a separate home based business approval, and that they are present at the administrative headquarters no more than two hours in any one week period.

**Type II - Home Based Business:**

- (1) In accordance with the definition of a Type II home based business, no more than one non-resident person shall be employed in relation to home based businesses on any one site.
- (2) Home based businesses shall be conducted entirely indoors, and no more than 20% of the gross floor area of the dwelling, including the area of the basement and any attached garage, up to a maximum of 40m<sup>2</sup>, may be occupied by home based businesses.
- (3) An attached garage or detached accessory building may be occupied by a home based business, provided that the total area devoted to home based businesses does not exceed 58m<sup>2</sup> on the site, and that no required parking spaces associated with the principal use are occupied by home based businesses.
- (4) There shall be no exterior storage on the site in relation to the home based business, and no exterior alterations shall be permitted that are not consistent with the residential character of the buildings and property.
- (5) No noise, vibration, smoke, dust, odours, heat, glare, electrical, television or radio interference detectable beyond the boundaries of the building containing the home based business shall be produced.
- (6) One off-street parking space shall be required for a non-resident employee, and this space may be located in a required front yard. Additional off-street parking spaces may be required, where in the opinion of the Development Officer, due to the nature of the business or the site, the provision of parking is necessary to maintain the residential character of the area. The siting and screening of all required parking spaces shall be undertaken to the satisfaction of Council.
- (7) No more than one business related motor vehicle and no more than one business related trailer, neither shall have gross vehicle weight of no more than 5,000 kg and a total length of no more than 6.0 metres may be stored on or in the vicinity of the site.
- (8) Regardless of the number of home based businesses that may be located on any on site, a total of no more than fourteen (14) client or business related visits per day shall be made to home based businesses on any one site, and no deliveries of merchandise, goods or equipment shall be made to the businesses by a vehicle with a gross vehicle weight of more than 5,000kg, or by a vehicle with a total length of more than 6.0 metres.
- (9) A total of no more than 2.0 cubic metres of storage may be permitted within a dwelling on any one site, and a total of no more than 4.0 cubic metres of storage may be permitted within an attached or detached accessory building in relation to home based businesses. No storage of hazardous, explosive or flammable materials shall be permitted in relation to a home based business.
- (10) An approved home based business may serve as the administrative headquarters for up to two associates or partners who may be permitted to work from their own dwelling provided they obtain a separate home based business approval, and that they are present at the administrative headquarters no more than two hours in any one week period.

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Name of Proposed business: \_\_\_\_\_

Civic Address of Proposed Business: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Description of Proposed Business including goods or services provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be the sole owner of the business?      ( ) Yes      ( ) No

Number of Employees who do not reside at this address?

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

While at your residence, where will your employee(s) park? \_\_\_\_\_

Will you have customers/clients coming to your residence?      ( ) Yes      ( ) No

If yes, which days/times? \_\_\_\_\_

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 customers/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 and storage plan

\_\_\_\_\_  
\_\_\_\_\_

Will materials used in connection with your business be delivered to 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

Describe size and type (length & width) of vehicle? \_\_\_\_\_

Where will it be parked? \_\_\_\_\_

Describe any materials and/or equipment (eg. Hand tools or large equipment) to be used in the operation of your business:

\_\_\_\_\_  
\_\_\_\_\_

Will your business be involved in providing goods or service at job site(s) away from your residence  
(eg. Carpet cleaning, home renovations)?      ( ) Yes      ( ) No

Other information:

\_\_\_\_\_