



## Home Occupation Licence Application

New Application <input type="checkbox"/> - \$250.00	<u>Renewal</u> Prior to Due Date <input type="checkbox"/> - \$100.00 After Due Date <input type="checkbox"/> - \$150.00
Name of Applicant ( <b>Person</b> Conducting Business NOT Company Name):	
Mailing Address (Include 911 Number/Street):	
Postal Code:	Telephone Number:
Name of Property Owner (If Different From Applicant Attach Letter of Permission):	
Ward:          Trenton <input type="checkbox"/> Sidney <input type="checkbox"/> Frankford <input type="checkbox"/> Murray <input type="checkbox"/>	
Type of Home Occupation (ie. hairdressing):	
Name of Business (if applicable):	
Total Floor Area of Building:	
Total Area Used For Home Occupation:	
_____ Signature of Applicant	_____ Date

- ◆ New applicants should discuss their proposed Home Occupation with the Area Planner prior to submitting their application to ensure that the zoning of the property permits the proposed use.
- ◆ The application form must be **fully** completed for all applications (including renewals). Please note that licences are for the calendar year, and expire December 31<sup>st</sup>.
- ◆ The Zoning Enforcement Officer will conduct site visits on all new applications and may conduct random inspections on existing licenses.

If you have any questions, please do not hesitate to contact the Planning and Development Department at (613) 392-2841. If you are sending your application by mail, please send to:

City of Quinte West  
 PO Box 490  
 Trenton, Ontario  
 K8V 5R6

FOR OFFICE USE ONLY

<b>Area Planner's Comments:</b>	
Name:	Date:
<b>Inspector's Comments:</b>	
Name:	Date:
<b>Fire Department Comments: (if applicable)</b>	
Name:	Date:

Approval:

\_\_\_\_\_ Date

\_\_\_\_\_ Virginia LaTour, Licencing Officer