



Home Based Business Application

Application: _____
Receipt No: _____

Property Address: _____ Unit Number (if applicable): _____

Section 1 Applicant	Property Owner	Tenant	Other: _____
Name: _____	Email: _____	Phone: _____	
Mailing Address: _____		Postal Code: _____	
NOTE: If you are not the current property owner, you must complete Section 2 AND provide a letter of permission OR a copy of the purchase agreement.			

Section 2 Property Owner	Same as above
Name: _____	Email: _____ Phone: _____

Section 3 Property Information	Single Detached	Duplex	Row	Apartment	Condo	Other: _____
Number of on-site parking spaces _____		Square Footage of Dwelling: _____				

Section 4 Business Information
Business Name: _____ Type of Business: _____
Business Description: _____

Section 5 Business Operations					
Type of operations proposed: (check all that apply)	Home Office	Services	Sale of Goods	In-person	Virtual/Off-Site
Details of Operations: _____					
Business location within dwelling: _____					
Note: Service businesses with clients visiting the home must supply two copies of the floor plans, noting the business location					
Size of the business area in dwelling: (L) _____ m / ft		(W) _____ m / ft		Sq Footage: _____	
Days and hours of operation: _____					
Customers visiting the property:	No	Yes	# Visits per Day: _____		
Employees working on the property:	No	Yes	# Resident Employees: _____		# Non-resident: _____
Equipment/material used in business: _____					
Equipment/material storage location: _____					
Accessory Building used for your business:	No	Yes	Purpose: _____		
Type/size of vehicle used for business: _____					
Note: Commercial vehicles require an additional permit. All vehicles less than 1 tonne in weight are exempt from these regulations.					



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Section 6 Construction Information (additional applications and fees may apply)

Signage proposed for business: No Yes Location & Size: _____

Renovations required to accommodate the business: No Yes Estimated Value of Work: _____

Details of proposed work (and include a floor plan with application):

Section 7 Contact Preferences

All correspondence related to this application to be sent electronically to Email: _____

I give permission to be contacted by the Economic Development Officer: Yes No

Note: Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your application. Questions about the collection and use of the information may be directed to planning@paradise.ca

Section 8 Fees and Submission Checklist

Applicants are encouraged to speak with the Planning and Protective Services Department prior to application submission: 709-782-3802.

Checklist:

Complete application form in full, and email to ppsapplications@paradise.ca

If not current owner: Provide a letter of permission OR a copy of the purchase agreement

Service businesses with clients in home: Provide two sets of floor plans marking area used for business.

Fees:
\$50 processing fee, and \$100 occupancy fee upon approval. **Payment for the Permit is required to be remitted within 60 days of the date the applicant is notified that the permit is ready. Failure to remit the payment as specified will result in cancellation of the permit application.** Application will be reviewed for accuracy and additional fees may be required for pending renovations. Should the nature of the business be deemed discretionary, a \$200 advertising fee will apply. See enclosed additional information.

Section 9 Declaration

I/We hereby make application under the provisions of the Town of Paradise Development Regulations to develop in accordance with the information submitted, which form a part of this application. I/We understand and acknowledge the conditions and limitations applying to the issuance of a development permit.

Date: _____

Signature: _____

Office Use Only

Zoning _____

Parking Reviewed: Yes No

Total Fees: _____

Use: Permitted Discretionary

% of Sq footage _____

Staff initial: _____

DA required: Yes No

HBB2102

Additional Information:

1. A \$50 processing fee is required upon submission of any application to the Town of Paradise.
2. The Town of Paradise relies on your information to either **approve or refuse** your application. It is in your best interest to provide enough information so that the Town of Paradise can make the best decision for the community as a whole. Residents in the surrounding area will have the opportunity to comment on any application. They often contact the Development Technician and require more details on the Home Based Business and the information should be available in order to provide the answers to possibly avoid a refusal and subsequent appeal.
3. It is to your advantage to provide enough detail should your proposal be appealed to the Eastern Newfoundland Regional Appeal Board.
4. Any proposal involving food preparation or food products is subject to inspection and approval by the Dept of Services NL, 149 Smallwood Drive, Mount Pearl, NL.
5. If a proposed Home Based Business is listed as a Discretionary Use in the use zone in which the subject property is located, Section 22 of the Paradise Development Regulations, 2004. requires that a Public Notice be advertised and the public be given an opportunity to comment on the matter, prior to a final decision being made by Town Council. It is the policy of Paradise Town Council to publish such notices in a Public Newspaper allowing a seven (7) day response period. Paradise Town Council reserves the right to also require the notice to be distributed by mail to nearby residents, through the holding of an informational briefing session or by any other means deemed necessary. **A \$200.00 fee must be submitted by the applicant to cover the cost of this advertising.**
6. Following the expiration of the designated response period, the matter is tabled before Council, where it is either approved or rejected subject to the policies, provisions and guidelines of the Paradise Municipal Plan, Paradise Development Regulations and any other applicable law or regulation.
7. **Should your Home Based Business application be accepted, a \$100.00 permit fee is required (Occupancy Permit for Home Based Business).**
8. Should an application be refused or if you disagree with certain permit conditions you may appeal a decision of Council to the Eastern Regional Appeal Board within 14 days of the decision being made. If approved a minimum business tax of \$350.00 shall be applied. Please contact the Accounting Department for more information.
9. **Payment for the Permit is required to be remitted within 60 days of the date the applicant is notified that the permit is ready. Failure to remit the payment as specified will result in cancellation of the permit application.**
10. Application will be reviewed for accuracy and additional fees may be required. Applicants are encouraged to speak with the Planning and Protective Services Department prior to application submission: 709-782-3802.