

**APPLICATION FORM  
HOME-BASED BUSINESS PERMIT  
CITY OF SAULT STE. MARIE**

This application is to be used when applying for a permit to operate a business from a residence, under the provisions of City Ordinance Number 447-01.

The purpose of the application is to provide us with information for our use in determining the nature and/or character of the proposed business activity, and determining if the proposed business activity will meet the required criteria as described in the subject ordinance, (447-01).

**PROPERTY ADDRESS:** \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

**OWNER - IF OTHER THAN APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

Please note that if you are not the property owner, **the property owner** must also sign this application or provide a written statement of support which must be submitted with this application.

Describe the home-based business activity proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Also, please **complete questions on Page 2 of this application.** Following review of this application by the Building Official, you may be requested to submit additional information as deemed necessary to determine compliance/non-compliance with the provisions of the Home-based Business Ordinance.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date: \_\_\_\_\_

*(For Building Department use)*

Referred back to Applicant for Additional Information

Denial

Approval

Building Official \_\_\_\_\_ Date: \_\_\_\_\_

04/2001

**HOME-BASED BUSINESS PERMIT APPLICATION**

**PAGE # 2**

What are of your home, garage, and/or shed will be used for this business? Include both the location and size (or square foot area) involved. Example answers: 200 sq.ft. of basement, 15'x20' recreation room on first floor, etc.

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Any employees other than yourself? Example answers: myself, wife and two children, or myself only, or myself and one paid employee who does not reside in the home.

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If business will involve an employee who does not reside in the dwelling, or involves customers coming to site, describe where parking will be provided.

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If business will involve customers coming to site, describe hours of operation, being those hours when clients, students, or customers, shall be accommodated by appointment.

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If any physical alterations or changes to the structure are proposed, please describe them.

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