



Business Licence Renewal Form - Existing Home Based Business

		For office use only	
		Customer ID	Fee
Renewal Type:	<input type="checkbox"/> Home-Based Business	<input type="checkbox"/> Residential Childcare	
Name of person applying:		Date of Application:	
Name of Business:		Type of Business:	

Please select all that apply:

I hereby declare that no changes have occurred since my last Business License Application was filed.

OR

The following changes have occurred:

<input type="checkbox"/> Operating Name	<input type="checkbox"/> Scale of Business	<input type="checkbox"/> Business Ownership
<input type="checkbox"/> Contact Information	<input type="checkbox"/> Nature of Business	<input type="checkbox"/> Property Ownership
<input type="checkbox"/> Annual Income (if applicable)	<input type="checkbox"/> Business Location*	<input type="checkbox"/> Parking Requirements
<input type="checkbox"/> Percentage of building used for business operations	<input type="checkbox"/> Number of clients/client visits per day	<input type="checkbox"/> Other

Details of Changes:

NOTE: If a residential business has moved to a new residential location, a new application form is required, and onsite inspections to verify compliance with applicable Zoning, Building and Fire regulations may also be required.

Please maintain my business listing in the online directory.
 Please remove by business listing from the online directory.
 Please update my business listing in the online directory (submit a completed directory listing form).

I hereby certify that the information contained in this form is complete and true and I agree to continue business operations only after payment of the applicable licence fee is made to the City of Meadow Lake and a licence has been approved. Once a business licence has been issued, I agree to abide by the regulations set out in the **Business Licence Bylaw, No. 14/2018** as well as the **Zoning Bylaw No. 2/2014**.

Applicant Signature

Date

Zoning Regulations for Residential Childcare Centers and/or Home-Based Businesses

Childcare Centers

- Childcare centers include any residential child care operation, whether provincially licensed or not.
- Childcare operators in the City must comply with The Child Care Act.
- Any required Building Code regulations must be met, including but not limited to:
 - interconnected and hard-wired smoke alarms on every floor level;
 - guards and handrails on stairs and around openings;
 - at least one means of egress, or more if other factors require it; and
 - at least one window meeting egress requirements in all bedrooms, including basement bedrooms.
- If there is not sufficient street parking to accommodate drop off and pick up of children, the operator will be required to provide additional parking on site.

Home-Based Businesses

- The house in which a home based business is run must be **primarily used** as the dwelling space for the person running the business.
- The business must not take up more than 40% of the floor area of the home and accessory buildings (garage).
- External advertising is limited to one fascia sign no greater than 0.5m² in size attached to the building.
- Any parking requirements must be contained within the lot.
- The business must not increase the demand placed on any utility (water, power, garbage, etc) to the point that it substantially exceeds the average usage for a residential dwelling.
- The business must not increase the health and safety risk of the home or neighborhood.
- The neighborhood must not be disturbed by dust, noise, smoke or smell created by the business.
- Exterior storage of business related materials is not permitted.
- Up to one commercial vehicle associated with the business, no longer than 25ft, may be kept on the lot.

Additional Regulations subject to the adoption of Zoning Amendment Bylaw 15/2018:

- Deliveries made by a vehicle weighing more than 5,000 kg are not permitted.
- Business operations that are, in the opinion of the City, more appropriately located in a commercial or industrial zone due to the scale or nature of the business will not be permitted. These specifically include, but are not limited to:
 - welding shops, salvaging and warehousing;
 - restaurants and drinking establishments;
 - the sale and repair of motor vehicles; and
 - veterinary services.
- If the City is given reasonable evidence that the business has become detrimental to the neighborhood, the business licence may be revoked.

For more information, contact City Hall at 306-236-3622.