Dauphin
City Hall

File: 12.00.00

HOME-BASED BUSINESS APPLICATION FORM

A. Applicant Information

Name: _____

Address: _____ Postal Code: _____

Phone Number: _____ Email: _____

Please select one of the following statements:

- ☐ I am the registered owner of the above-noted property, and it is my place of residence.
- ☐ I am the tenant at the above-noted property, and I have attached to this application the completed Letter of Authorization Form from the registered owner(s).

B. Application Type

- ☐ New business
- ☐ Changes to an existing business

C. Terms of Acceptance

As the applicant, I confirm and verify that:

- ☐ I agree to the Home-Based Business limitations specified in City of Dauphin Zoning Bylaw 10/2025.
- ☐ I understand that the City of Dauphin reserves the right to revoke an approved Home-Based Business Licence for actual or suspected non-compliance with the provisions of City of Dauphin Zoning Bylaw 10/2025.
- ☐ My Home-Based Business is operated solely by one or more residents living in my residential dwelling unit (with the exception of a Family Child Care Home providing child care services for more than eight children).
- ☐ I am aware that there must be no exterior indication of the existence of the Home-Based Business, apart from the signage permitted in Section J. 3, and no indoor display of the business visible from the outside.

D. Completeness of Application

As the applicant, I confirm and attest that the information provided on this application form is true and complete, and that any misinformation may result in the denial or immediate revocation of the Home-Based Business Licence.

_____ _____

Signature of Applicant Date

OFFICE USE ONLY: **Roll#** _____

The application is: ☐ **Approved** ☐ **Not Approved**

_____ _____

Signature (Building Inspector) **Date**

E. General Operation

To help the City of Dauphin determine your eligibility for approval to obtain a Home-Based Business Licence, please complete the following questions:

1. What is the name of the business? _____
2. What are the hours of operation? _____
3. What is the type of Home-Based Business you are proposing and what business activities will be conducted at your residence?

   _____

   _____

   _____

4. Where will your business be conducted, and how much floor area will be utilized?

Location	Floor Area (m²)
Inside your dwelling unit	
Inside a garage or accessory structure	

Must not exceed 25% of the total gross floor area of the dwelling unit and accessory building, or 37.2 m², whichever is less.

F. Provincially Regulated Licensing

Family child care, catering, massage therapy, hairdressers & stylists, barbers, or estheticians require provincially regulated licensing prior to Home-Based Business approval. If your business falls into one of these categories, please provide your licence number below.

Licence # _____

G. Storage of Materials

1. Will there be exterior storage of materials or equipment related to the operation of your business at your residence?

   ☐ Yes ☐ No

2. If you answered 'yes' to the previous question,

   a) Please indicate

      i) Type of materials or equipment stored:

      _____

      _____

      ii) Storage location: _____

      iii) Storage floor area (m²): _____

Home-Based Businesses may not store any items outside related to the business, including but not limited to materials and inventory, unless such items are stored in an enclosed accessory building meeting the requirements of this bylaw.

H. Business Vehicle, Parking, and Traffic

1. Do you have a vehicle associated with your business?

   ☐ Yes ☐ No

2. If you answered 'yes' to the previous question, what is the make and model of the vehicle?

   _____

3. How many off-street parking spaces are available at your residence? _____
4. Will your Home-Based Business generate traffic in the neighbourhood?

   ☐ Yes ☐ No

5. If you answered 'yes' to the previous question, please indicate anticipated frequency/volume of traffic. _____

I. Clients

1. Do you expect clients or customers to attend your residence? ☐ Yes ☐ No
2. If you answered 'yes' to the previous question,
   a) On which days and during what hours do you expect clients or customers to visit your residence?

      _____

   b) Approximately how many clients or customers do you anticipate visiting your residence on an average day? _____
   c) What is the maximum number of clients or customers you expect to be at your residence at one time? _____

J. Retail Sales and Signage

1. Will your Home-Based Business distribute or sell retail articles? ☐ Yes ☐ No

   If yes, please specify what type _____

2. Articles for sale are:

   ☐ produced on site

   ☐ produced elsewhere and held on a temporary basis for distribution to customers

3. Do you plan to have any exterior signage or advertising displayed at your residence?

   ☐ Yes _____ (include measurements) ☐ No

   A Home-Based Business may have one non-illuminated identification sign not exceeding 0.6 m² in area, provided the sign is attached to and parallel with a wall of the principal or accessory building or free standing.

K. Renovations/Modifications to Residence

1. Will you be renovating or adding any new structures to accommodate your business?

   ☐ Yes ☐ No

   If you answered yes, please contact City of Dauphin Building Inspector for permit requirements at 204-622-3219.

L. Bed & Breakfast Business – Applications for **Bed & Breakfast** please answer the following questions:

1. How many guest rooms will be available? _____
2. How many off-street parking spaces will be provided? _____

   No cooking facilities are permitted in guest rooms.