



# HOME OCCUPATION BUSINESS LICENCE APPLICATION

BUSINESS AND APPLICANT INFORMATION:			
<b>NAME (First):</b>		<b>NAME (Last):</b>	
<b>PHONE #:</b>		<b>TYPE OF APPLICATION:</b>	<input type="checkbox"/> New Business <input type="checkbox"/> Location Change
<b>EMAIL ADDRESS:</b>			
<b>BUSINESS NAME:</b>			
<b>ADDRESS:</b> (street, city, postal code):			
<b>BUSINESS PHONE #</b> (if applicable):		<b>BUSINESS EMAIL ADDRESS</b> (if applicable):	
<b>TYPE OF BUSINESS:</b>		<b>HOURS OF OPERATION</b> (including seasonal):	
<b>DESCRIPTION OF THE GOODS, WARES, MERCHANDISE, OR SERVICES:</b>			
<b>WOULD YOU LIKE TO BE PLACED ON THE BUSINESS DIRECTORY:</b>	<input type="checkbox"/> YES (please complete Business Engagement Form) <input type="checkbox"/> NO	<b>WOULD YOU LIKE TO RECEIVE EMAILS RE: TOWN EVENTS AND PROMOTION OPPORTUNITIES?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

DWELLING INFORMATION:			
<b>TYPE OF DWELLING:</b>	<input type="checkbox"/> Single Detached <input type="checkbox"/> Semi-detached/Duplex <input type="checkbox"/> Townhouse <input type="checkbox"/> Apartment <input type="checkbox"/> Other (please specify): _____		
<b>TOTAL FLOOR AREA OF DWELLING &amp; ACCESSORY BUILDINGS:</b>		<b>TOTAL FLOOR AREA TO BE OCCUPIED BY HOME OCCUPATION:</b>	
<b>LOCATION(S) OF PROPOSED HOME OCCUPATION:</b>	<input type="checkbox"/> Basement <input type="checkbox"/> First Floor <input type="checkbox"/> Second Floor <input type="checkbox"/> Accessory Building <input type="checkbox"/> Other (please specify): _____		
<b>DO YOU OWN THE DWELLING:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>OWNER NAME</b> (if applicable):	
<b>OWNER PHONE #</b> (if applicable):		<b>OWNER EMAIL ADDRESS</b> (if applicable):	

**\*PLEASE NOTE – IF YOU ARE NOT THE OWNER OF THE DWELLING, THE OWNER WILL BE CONTACTED BY THE TOWN OF PETROLIA TO ENSURE THEY HAVE NO OBJECTION TO THE OPERATION OF THE HOME OCCUPATION.**

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY. ALL INFORMATION IS REQUIRED.  
INCOMPLETE FORMS WILL BE REJECTED AND LICENCE WILL NOT BE ISSUED.**



# HOME OCCUPATION BUSINESS LICENCE APPLICATION

## NATURE OF HOME OCCUPATION:

Will this Home Occupation be conducted only by the occupant(s) of the dwelling unit plus a maximum of one on-site employee or volunteer?  YES  NO (please specify below)

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Will there be any external alterations to the dwelling?  YES (please specify below)  NO

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Will there be any exterior advertising for the Home Occupation? (Please note, all signs erected require a Sign Permit and must conform with zoning by-law regulations)  YES (please complete Sign Permit Application)  NO

Will there be any retail sale of goods on the premises that are NOT produced on-site or not accessory or related to the home occupation use?  YES (please specify below)  NO

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Will the Home Occupation emit any noise, electrical interference, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare, refuse or other objectionable emission?

YES (please specify below)  NO

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Will the Home Occupation result in an increase in the pedestrian or vehicular traffic in the area?

YES (please specify below)  NO

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Will the Home Occupation create a safety hazard for the existing residential activities on the site or in the area?

YES (please specify below)  NO

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Will any outdoor storage of materials, containers or finished products in support of the Home Occupation occur?

YES (please specify below)  NO

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# HOME OCCUPATION BUSINESS LICENCE

## APPLICATION

### BUSINESS LICENCE FEES:

- New Business - \$250 + inspection costs (one-time fee)
- Taxi Licence - \$200/taxi (yearly)
- Auctioneers \$300 (yearly)
- Mobile Canteen - \$250 (yearly)
- Transfer of Location – No Fee (inspection costs of new location required)

*\*these fees are subject to change upon direction of Council*

### SUPPORTING DOCUMENTATION CHECKLIST:

1. Submit your completed Home Occupation Business Licence Application to the Town of Petrolia Clerk's Department (either in person or via email at [jsmith@petrolia.ca](mailto:jsmith@petrolia.ca)) and pay the applicable Business Licence fee.
2. Once your application is reviewed and deemed complete, it will be forwarded to the County of Lambton Planning Department for review.
3. After Zoning is reviewed and the business use is deemed eligible, your application will be forwarded to the County of Lambton Building Department and the Petrolia & North Enniskillen Fire Department for review. A representative from these departments will be in contact with you to schedule a joint building/fire/planning site visit and inspection. *Please do not contact Fire and Building directly to schedule inspections.*
4. If your business requires a Health Inspection\*, please contact Lambton Public Health at (519) 383-8331 to schedule your inspection. Once the inspection is complete, please email a copy to [jsmith@petrolia.ca](mailto:jsmith@petrolia.ca)
5. Once all inspections have been completed and departmental approvals have been received by the Clerks Department, you will be contacted to pick up your Licence from the Municipal Office. **Your business cannot be operational until the Business Licence has been obtained.**

\*Businesses requiring a Health Inspection: food premises, personal service settings (hair and nail salons, body waxing, electrolysis, acupuncture, tattoo salon, tanning salon), recreational water facilities, day care, long term care, group homes, funeral homes, recreational camps, tobacco and vape product vendors. This list is subject to change.

**If you intend to have a sign for your business, please contact the Clerks Department for a Sign Permit Application.**

APPLICANT SIGNATURE:

DATE (dd/mm/yy):

### OFFICE USE ONLY:

LICENCE # ISSUED:		DATE ISSUED:	
EXPIRY DATE:		FEE PAID:	
ROLL NUMBER:		ISSUER:	
FIRE INSPECTION (dd/mm/yy):		BUILDING INSPECTION (dd/mm/yy):	
HEALTH INSPECTION (dd/mm/yy):		PLANNING APPROVAL (dd/mm/yy):	

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