



TOWN OF FORT FRANCES MUNICIPAL BUSINESS LICENSE APPLICATION

✓ NEW LICENSE ✓ RENEWAL

SECTION A - ALL APPLICANTS MUST COMPLETE

APPLICANTS FULL NAME _____ PHONE # _____
either Business or Personal

FULL ADDRESS _____

CONTACT NAME _____ PHONE # _____
personal if business name appears above

IF HOME BUSINESS, PLEASE SEE PAGE 2

ADDRESS OF BUSINESS _____ NAME OF BUSINESS _____

Full Mailing Address of Contact _____

TYPE OF LICENSE _____

DESCRIPTION _____

SECTION B - COMPLETE ONLY IF NEW LICENSE, TRANSFER OF LICENSE OR CHANGE TO LAST YEAR'S LICENSE

RESIDENCE IN FORT FRANCES _____ YEARS

DRIVERS LICENSE # & PROVINCE _____

WSIB # OR EQUIVALENCY _____ LIABILITY INSURANCE POLICY # _____

IF A PROVINCIALLY LICENSED TRADE, STATE NAME _____
Please attach a copy of trade certificate(s)

HAVE YOU EVER BEEN DENIED A MUNICIPAL LICENSE? _____ IF YES, PLEASE EXPLAIN _____

SECTION C - COMPLETE ONLY IF LICENSE IS TO BE TRANSFERRED

NAME OF PRESENT LICENCE HOLDER: _____

NAME AND ADDRESS OF BUSINESS: _____

SECTION D - VEHICLE INFORMATION - IF APPLICABLE OR CHANGE FROM LAST YEARS LICENSE

make of vehicle _____ year _____ license plate _____ serial number _____ colour _____

SECTION E - ALL APPLICANTS MUST COMPLETE

I hereby agree to abide by all the by-laws and regulations of the Town of Fort Frances and any statutory laws of the Province and/or Federal governments governing the issue of licenses and the conduct of the business for which a license is applied for herein

I further acknowledge that the said Corporation of the Town of Fort Frances or any of its officers or officials cannot be held responsible in any way whatsoever for any investment made or expenses incurred with any license or application for the same.

I certify that all of my statements are herein true and correct and I understand that any false statement made by me may be cause for my license to be revoked.

date: _____ signature: _____

SECTION F - FOR OFFICE USE ONLY

	Approved	Not Approved	Signature	referred to Council by:	Date
License Inspector - By-Law Officer					
Zoning					
Building Official					
Clerk					
Fee \$	Receipt #	Date Paid	Council Approval		

Personal information on this form is collected under the authority of the Municipal Act, R.S.O. 1990 cM.45, as amended, and will be used to determine eligibility for the license for which application is made. Questions about this collection of personal information should be directed to: TOWN CLERK, 320 PORTAGE AVE, FORT FRANCES, ON P9A 3P9

HOME OCCUPATION/HOME INDUSTRY PROVISIONS
(excerpts from Zoning By-Law #3/14 (s. 3.11 and 3.12))

A HOME OCCUPATION is an occupation or profession related to the provision of services, carried on by the occupant of a dwelling within his/her dwelling as an accessory use in connection with which there is no display, no stock in trade nor commodity sold upon the premises and no outdoor storage.

The following are examples of types of uses:

- a) a home office including web based sales and distribution;
- b) a home personal service shop;
- c) a home instruction service, which may include, without limiting the generality of the forgoing, the teaching of music, arts, crafts, or dance;
- d) a home art workshop;
- e) a home trade business;
- f) a home repair shop or tool service and repair but specifically excludes the repair of motor vehicles, construction equipment, recreation vehicles or motorcycles, metal fabrication shop, and auto body shop.
- g) Does not include a boarding or lodging house, an eating establishment, or a facility offering accommodation or meals other than a Bed and Breakfast establishment

Regulations for Home Occupation:

- a) only one Home Occupation is permitted;
- b) at least one permanent resident of the dwelling unit engaged in the business;
- c) not have more than one employee/assistant who is not a permanent resident of the dwelling unit;
- d) no external display or advertisement, other than a non-illuminated sign having a maximum surface area of 0.2 square metres.
- e) no goods, wares, or merchandise offered for sale or rent on the premises other than what is produced on the premises unless goods are sold or bought via the internet and distributed by post or delivery to customers.
- f) If primarily conducted by electronic means or post, shall not, in the normal conduct of the business, have consumers attend or visit the premises.
- g) no outside storage of goods, materials, containers or animal enclosures used in conjunction with the home occupation.
- h) cannot occupy more than 25 percent of the gross floor area of the dwelling unit including the basement of the dwelling or dwelling unit;
- i) must be conducted entirely within the single detached dwelling or dwelling unit;
- j) shall not generate off-site electrical interference, dust, noise, or smoke;
- k) be secondary to the principle residence and shall not change the residential character of the lot or create or become a nuisance; and
- l) have no mechanical or other equipment used except that which is customarily employed in a dwelling or dwelling unit for domestic or household purposes or for use by a dentist, drugless practitioner, physician or other professional person.

A HOME INDUSTRY is any occupation conducted entirely within a building or part of a building accessory to a single detached dwelling that includes processing, assembly, manufacturing or a workshop within an area not to exceed 60 square metres in gross floor area and shall not include outdoor storage.

Regulations for Home Industry:

- a) have at least one permanent resident.
- b) cannot have not more than one person (other than permanent resident) employed on-site full-time;
- c) be located entirely in an accessory building located on a lot on which a residential dwelling is in existence;
- d) not occupy more than 60 square metres.
- e) Screen, fence or buffer outside storage of goods, materials or articles from view to maintain an attractive appearance;
- f) have only currently licensed motor vehicles associated with the home industry parked or stored on the lot within an interior side or rear yard; and
- g) be accessory to the main residential use and shall not change the residential character of the dwelling or the lot as a private residence or create or become a nuisance due to such matters as noise, smell, hours of operation or traffic generation.

Parking –1 parking space required for Home Occupation/Home Industry in addition to the space required for the dwelling

Sign below to signify that you have an understanding of, and that your proposed home business complies with, the above requirements.