

Private home office
(Complementary use)



Applicant contact details

Name: _____
Address: _____
Zone: _____

Please check the appropriate box and complete the information requested, when required:

	Yes	No
You have completed the form "Registration of businesses"	<input type="checkbox"/>	You must complete the form and attach it to your application
You have paid the certificate fee: 100\$	<input type="checkbox"/>	You must pay the fees
You have attached a copy of the company's registration	<input type="checkbox"/>	You must attach the document to your application
The office is only used for the administration or management of the company	Description of the business: _____ _____	Only use allowed
The office is used for sales or as a showroom	Not allowed	<input type="checkbox"/>
There is only one outside employee working in the office	<input type="checkbox"/> No employee <input type="checkbox"/> Only one (1) employee	Maximum one (1) employee allowed
The office receives clients	Not allowed	<input type="checkbox"/>
The office consists of a single room in the residence	<input type="checkbox"/>	Only one (1) room allowed
The area of the business is less than 20 m²	Specify the area: _____ m². Attach a scale plan of the floor concerned, including the room used for the business.	Maximum 20 m² allowed
The number of parking spaces will be increased for this use	Not allowed	<input type="checkbox"/>
A separate exterior entrance will be provided for the private office	Not allowed	<input type="checkbox"/>
A poster or sign will be placed	Not allowed	<input type="checkbox"/>

Applicant's signature: _____

Date: _____