

Business Name: \_\_\_\_\_

RDS Account: \_\_\_\_\_



Richmond Hill Home Business  
Affidavit

The term "Home Business Office" applies to an office within a dwelling which is secondary to the use of the structure for dwelling purposes. The office may be service or trade workers who customarily work at different locations, such as electricians, plumbers, appraisers, or individuals who work at home, such as writers or computer programmers. Home business (telephone use only) offices are not offices for customer servicing. Customers are prohibited from visiting the office and there may be no signs indicating the presence of such an office on the premises.

The term "Home Occupation" applies to an occupation customarily carried on within a home by the owner or spouse of the owner for gain or support, involving the sale of only those articles, products, or services produced on the premises, conducted entirely within a dwelling unit and conducted entirely by persons residing in that dwelling unit, using only that equipment as it customarily found in home and involving no display of articles or products. The floor area normally used to conduct said operation or profession does not exceed 25% of the total floor area of the home. There shall be no change to the exterior of the building or premises. No traffic shall be generated in greater volume than would normally be expected in a residential neighborhood; no mechanical equipment is used or activity is conducted which creates any dust, noise, odor, or electrical disturbance beyond the confines of the lot on which said occupation is conducted. No such business shall be conducted in an accessory building.

**PLEASE COMPLETE THE INFORMATION BELOW REGARDING THE NATURE OF YOUR BUSINESS.  
ATTACH ADDITIONAL PAGES IF NECESSARY.**

1. Circle: Home Business Office *or* Home Occupation
2. Name and address of business: \_\_\_\_\_
3. Type of business and services offered: \_\_\_\_\_
4. Will customers come to the home? If yes, frequency. \_\_\_\_\_
5. Will deliveries be made to the home? If yes, frequency. \_\_\_\_\_
6. Will you store materials/equipment? If yes, describe. \_\_\_\_\_
7. Will commercial vehicles be parked at the home? If yes, describe. \_\_\_\_\_

**I HAVE READ AND I FULLY UNDERSTAND THE ABOVE REQUIRMENTS FOR A HOME BUSINESS OFFICE / HOME  
OCCUPATION AND AGREE TO CONDUCT MY BUSINESS UNDER THESE REQUIREMENTS.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE