

Home-Based Artists Business Tax Exemption Application Process



The Home-Based Artists Business Tax Exemption Policy establishes criteria for providing a business tax exemption for home-based artists in Portugal Cove – St. Philip's.

Application Submission

A tax exemption application must be submitted for every tax year.

To obtain an application form:

- [Click here to download](#)
- Email pcsp@pcsp.ca to request a copy, or
- Pick up at the Town Hall front desk

To submit the completed application form:

- Email Accounts Receivable at: ar@pcsp.ca
- Mail to: Town of PCSP, 1119 Thorburn Rd., Portugal Cove-St. Philip's, NL, A1M 1T6, or
- Drop off at the Town Hall front desk

Note: 2021 and 2022 Tax Years

The application process for the 2021 and 2022 tax years is now open. The current application form includes a simple way to apply for these years retroactively. Simply enter 2021 and/or 2022 in the "Tax year(s) for this application" field on the application form if these years apply to your business.

The deadline to submit an application for 2021 and 2022 is March 31, 2024.

Application Review

Received applications will be reviewed by the Administration and Finance Committee of Council. The Committee will provide recommendations on approval to Council.

Exemption Approval

Exemption approval is subject to a 2/3 vote of Council at a Public Council Meeting, and you will be advised accordingly.



Home-Based Artists Business Tax Exemption Application

Full Legal Name	
Business Name (if applicable)	
Residential Address	
Mailing Address (if different from above)	
Phone Number	
Email Address	

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Tax year(s) for this application					
Check the category that best describes the type of artistic work you do.					
Crafts	Film	Literary	Visual Arts	Performing Arts	
Do you have specialized training in your artistic field? (It does not necessarily have to be in academic institutions.)				Yes	No
Are you recognized as a professional by your peers working in the same artistic field?				Yes	No
Are you committed to devoting time to your artistic activity?				Yes	No
Do you have a history of public presentations or publications?				Yes	No
Is the size of your studio less than 50% of your residence?				Yes	No

Business Owner's Signature	Date

Comments: