



PERMIT #

Development Permit Application for a Home Occupation

Class: _____

Development Permit Fee: _____

Annual Business License: _____

Development Permit No: _____

Date:

Applicant's Name: _____ Home Phone: _____

Mailing Address: _____ Postal Code: _____

Business Type: _____

Business Name: _____ Business Phone: _____

Business Address: _____

Legal Address: LOT BLOCK PLAN

Tenant **Homeowner** Land Use District _____

Applications for Home Occupations are subject to the following conditions:

1. A **Class 1 Home Occupation** as defined by the Bylaw, means an accessory use of a dwelling unit by a resident for a small scale business which is incidental to the primary use as a residence, undetectable from outside the dwelling unit;

HOME OCCUPATION-CLASS 1

(1) Home occupations-class 1 are essentially "desk and telephone" home offices that require no deliveries, require no storage, do not generate any non-residential traffic, do not have signage or commercial vehicles on the site, and are essentially "invisible" within a residential neighbourhood.

(2) Home occupations-class 1 requires a development permit. A permit may be revoked at any time if, in the opinion of the Development Authority, the operator of a home occupation has violated any provisions of this bylaw or the conditions of a permit.

(3) Home occupations-class 1 shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood.

(4) Home occupations-class 1 shall be an incidental and subordinate use to the principle residential use and shall be contained within the principal building.

- (5) The operation of a home occupation-class 1 shall not:
- (a) have outside storage of materials, goods or equipment on the site

- (b) increase the need for parking or result in any traffic generation, electrical interruption, bright light or anything of an objectionable nature, which is detectable to normal sensory perception outside the building containing the home occupation
- (c) display any form of advertising related to the home occupation on the site
- (d) require alterations to the principal building unless the Development Authority approves the alterations.
- (e) have any employees or business partners working on the site who are not residents of the dwelling unit
- (f) include the direct sale of goods
- (g) have a license commercial vehicle or vehicles with commercial advertising associated with the business parked on-site or in the vicinity of the site at any time
- (h) have more than 20% of the gross floor area of the dwelling unit or 30m² (323 sq.ft.), whichever is less, devoted to business usage
- (i) advertise the address of the home occupation to the general public

2. A **Class 2 Home Occupation** as defined by this Bylaw means an accessory use of a dwelling unit or private garage by a resident for a small-scale business, which is incidental to the primary use as a residence. In accordance with the foregoing, home occupation-class 2 uses may include such activities as music lessons, offices and indirect sales, but may not include such uses as medical clinics, veterinary clinics or retail sales.

HOME OCCUPATION – CLASS 2

(1) Home occupation-class 2 are allowed for in a number of land use districts to provide for the potential of operating more intensive home-based businesses than “desk and telephone” (Home occupation-class 1) operations

(2) A home occupation-class 2 shall not be permitted if, in the opinion of the Development Authority, it would be more appropriately located in a commercial or industrial district.

(3) The regulations which follow are intended to ensure that these businesses will be operated in a manner which recognizes that home occupations-class 2 are subordinate to the residential use of the site and do not interfere with the amenities of the residential use of the site and do not interfere with the amenities of the residential neighbourhood in which they are located.

(4) Home occupations-class 2 requires a development permit and shall be operated only by a resident. A permit may be revoked at any time if, in the opinion of the Development Authority, the operator of a home occupation has violated any provisions of this Bylaw or the conditions of a permit.

(5) Home occupations shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood.

(6) Home occupations shall be an incidental and subordinate use to the principal residential use and shall normally be contained within the principal building.

(7) Home occupations-class 2 may be considered by the Development Authority within a private garage provided that at least 50% of the floor area of the garage is available at all times for the parking of motor vehicles and the proposed use does not interfere with the provision of the bylaw parking requirement.

(8) Only residents of the residence and up to two (2) non-resident employees or business partners may be employed on site by the home occupation. In addition to the parking spaces required for the dwelling, one (1) additional onsite parking space shall be provided for each non-resident employee or business partner.

(9) Home occupations-class 2 shall not be permitted on the same site as a Bed and Breakfast establishment.

- (10) Home occupations-class 2 are limited to one per dwelling unit and to those which shall not:
- (a) create a nuisance by way of dust, noise, odor, smoke, parking, traffic generation, electrical interruption, bright light or anything of an objectionable nature, which is detectable to normal sensory perception outside the building containing the home occupation or beyond the parcel boundaries
 - (b) display any form of advertising related to the home occupation on the site except in accordance with this bylaw
 - (c) require alterations to the principle building unless the Development Authority approves the alterations
 - (d) include the direct sale of goods which are not produced on the premises
 - (e) have more than one commercial motor vehicle associated with the business parked on-site or in the vicinity of the site at any time
 - (f) have more than twenty percent (20)% of the gross floor area of the dwelling unit or 30m2 (323 sq.ft) whichever is less, devoted to business usage
 - (g) have no exterior signage, display or advertising other than a business identification plaque or sign having maximum dimensions of 10 by 12 inches (25 by 30 cm.) being located within the window of or at the discretion of the Development Authority, on the building
 - (h) advertise the address of the home occupation to the general public except in accordance with (g) above.

I certify that I will abide by all conditions after I have received my Home Occupation License, knowing that failure to do so will result in cancellation of this license.

Details of Business: examples: what will you be doing, number of employees, hours of operations, etc. Attach a sketch drawn to scale of the space being used for the business, area of whichever floor level the business is located on i.e.: basement level, main level or upper level.

Signature of Applicant:

Signature of Development Officer:

THIS PERSONAL INFORMATION IS BEING COLLECTED UNDER THE AUTHORITY OF THE MUNICIPAL GOVERNMENT ACT AND THE FREEDOM OF INFORMATION AND PRIVACY ACT AND WILL BE USED FOR DEVELOPMENT CONTROL RELATING TO LAND USE AND SUBDIVISION. IF YOU HAVE ANY QUESTIONS ABOUT THE COLLECTION, CONTACT DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT, BOX 1509, 5116 – 50 AVENUE, ROCKY MOUNTAIN HOUSE, AB T4T 1B2, PHONE: 403-847-5260 OR FAX 403-845-1835.