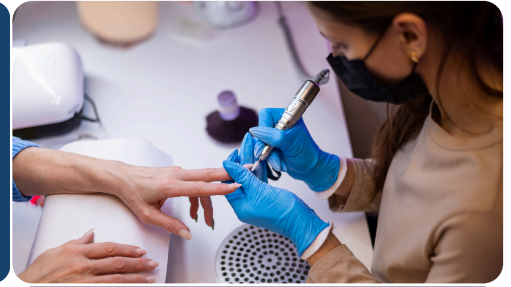


Town of Rocky Mountain House

# Operating a Business Within Your Home



Information Bulletin  
JANUARY 2025



I live in Rocky Mountain House and have an idea for a home based business, what do I need to do?

## Summary



To operate a home based business in Rocky Mountain House, you must have:

- [A development permit](#)
- [A Town of Rocky Mountain House business license](#)

The Town of Rocky Mountain House *Land Use Bylaw* defines **Home Occupation** as the incidental and subordinate use of a Residential District to conduct a business enterprise.

If you have an existing Home Occupation and you move to a new residence in Town, a new development permit is required for your new location.

## What type of Home Occupation will it be?

### Home Occupation - Class 1

*as defined in the [Land Use Bylaw](#)*

An Accessory Use of a Dwelling Unit by a resident for a small-scale business which is incidental to the principal use as a residence. A Home Occupation - Class 1 is undetectable from outside the dwelling unit. For example, no traffic is generated. This use does not include Cannabis Retail Sales or Cannabis Production and Distribution.

### Home Occupation - Class 2

*as defined in the [Land Use Bylaw](#)*

An Accessory Use of a Dwelling Unit or private garage by a resident for a small scale business which is incidental to the principal 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. This use does not include Cannabis Retail Sales or Cannabis Production and Distribution.



## Contact Us

Planning & Community Development Department

Email: [PlanningDept@trmh.ca](mailto:PlanningDept@trmh.ca)

Phone: 403-847-5260

[www.rockymtnhouse.com](http://www.rockymtnhouse.com)

# Process & Timeline

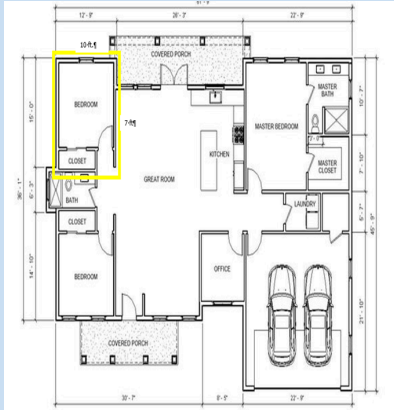
## Please Note

1 Review your proposed Home Occupation with the Planning & Community Development Department.

- Depending on the size and nature of the business, approval for a Home Occupation is not guaranteed.
- The Development Authority takes into consideration the impact of any Home Occupation to the adjacent landowners, including traffic, noise, etc., as well as other considerations.
- There are instances where a business might be better suited to a Commercial or Industrial zoned lot.

2 Submit a development permit application for a Home Occupation.

- A development permit application will need:**
- Signature of registered landowner.
  - A letter providing a description of the proposed business (location type, activities, services provided, number of employees, hours of operation, etc.)
  - Copy of title for the land, 30 days old or less.
  - Site plan drawing that shows:
    - Floor plan of home that shows the location of the business within the home including dimensions of the business space and the size of the home itself.
    - Customer parking and entrance.
    - Location and details on outside storage and equipment on the parcel.
    - Commercial vehicles at the home.
  - Applicable fee.



3 Development permit approval process.

- Development permit applications can take approximately 2-3 weeks to approve.
- An incomplete application may delay the permit approval process. Please ensure the required information is submitted.
- The Development Officer may require additional information depending on the type and nature of the business.
- All development permits are subject to a 21-day appeal period from adjacent landowners and affected parties.



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## Other Information



### Home Occupation - Class 1 and Class 2

- Home Occupations operated inside a rental unit requires the registered landowners permission prior to processing a development permit application.
- Home Occupations operated in a Dwelling Unit that is part of a Condo Association requires a letter from the Condo Board prior to processing a development permit application.
- Home Occupations shall not have an area devoted to business usage that exceeds 20% of the gross floor area of the Dwelling Unit or 30 m<sup>2</sup> (323 ft<sup>2</sup>), whichever is less.
- Home Occupations shall not be permitted if, in the opinion of the Development Authority, it would be more appropriately located in a Commercial or Industrial District.
- Home Occupations shall not have more than one commercial motor vehicle associated with the business parked on-site or in the vicinity of the site at any time (e.g. car, truck or SUV with business decals or wraps, food truck, trailer with a business decal or wrap, etc.)

### Home Occupation - Class 1

- No additional employees are allowed that are not residents of the Dwelling Unit.

### Home Occupation - Class 2

- Only residents of the Dwelling Unit and up to two (2) non-resident employees or business partners may be employed on site. 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.
- Only Home Occupation - Class 2 can be operated inside of a garage provided at least 50% of the floor area of the garage is available for the residential use at all times. In other words, only 50% of the floor area of the garage can be used for the business.
- Home Occupation - Class 2 is a discretionary use in the Land Use Bylaw, requiring a review that considers impact to neighbours amongst other things.

## Development Officer Tips



### Submit your development permit application early to avoid any unforeseen delays.

*The permit approval process can take approximately 2-3 weeks. Planning & Community Development tries to process applications as quickly as possible, but delays may occur e.g. additional information may be required.*

### Depending on the potential use, a building permit may be required.

*A building permit may be required for any construction, alteration or occupation of a space. If members of the public are entering a Home Occupation, a building permit is required i.e. hair salon.*

### Contact the Planning & Community Development Department at any time.

*Planning & Community Development is happy to assist in explaining the various permit requirements and how they relate to your potential, or existing, home based business. If your existing Home Occupation changes in any way, it is important to contact the Town to determine whether the changes would require a reclassification to the Home Occupation permit.*



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