



# Home Occupation Declaration

**Purpose:** A Home Occupation Declaration is used to obtain approval to establish and operate a home-based business from a residential property within the RMWB.

A Home Occupation allows for:

- Employment of only individuals that reside in the home; and
- Use of up to 30% of the gross floor area of the house.

A Home Occupation does not allow for:

- Employment or engaging the services of people that do not reside in the home;
- Use of exterior accessory structures on the property; and
- Customers/clients to visit the residence that the business is operated from.

**All boxes shall be "CHECKED" and information indicated attached to the application.**

OFFICE ✓ x		APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<b>Copy of Current Certificate of Title(s):</b> no more than 30 days old at time of application and may be obtained from Alberta Registries Office.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Letter of Authorization:</b> If Applicant is not the registered owner, a letter of authorization from the owner shall accompany the Certificate of Title. If the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied

I/We hereby make application under the provisions of Land Use Bylaw 99/059. No Development Permit is required

## PLEASE PRINT

### Applicant Information

Applicant Name \_\_\_\_\_

Civic Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Legal Land Description Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Business as described on Business License \_\_\_\_\_

Business Description \_\_\_\_\_

Registered Owner(s) as shown on the Certificate of Title:  
\_\_\_\_\_



**Registered Owner Consent**

I \_\_\_\_\_ of \_\_\_\_\_  
Registered Owner as shown on Certificate of Title Civic Address

authorize my tenant \_\_\_\_\_ who resides in this space,  
to operate their business from this location. I understand this location will be used for office space only  
to accommodate this business.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date



## Definition of Home Occupation

**HOME OCCUPATION** means a secondary use of a Building or portion of a Building for which the Principal Use is a Dwelling or a Dwelling Unit, by only persons who live in the Dwelling or Dwelling Unit, to conduct a Business that

- (a) does not allow visits by customers or clients of the Business to the Dwelling Unit; and;
- (b) does not include any of the following, none of which are allowed as a Home Occupation:
  - Adult Entertainment Facility;
  - Automotive and Equipment Repair and Storage;
  - Automotive/Recreational Vehicle Sales and Rental
  - Animal Service Facility, Major
  - Animal Service Facility, Minor;
  - Dating or Escort Service
  - Food Service, Major Restaurant
  - Food Service, Minor Restaurant
  - Kennel
  - Recreational Equipment Sales, Storage and Rental
  - Retail Store, General;
  - Waste Management Facility;
  - Sales, except the type or manner of sales described in subsection 69.1(h).

## Section 69 of the Land Use Bylaw

69.3 A Home Occupation shall meet the following requirements:

- (a) Occupy no more than 30 percent of the Gross Floor Area of the Dwelling or Dwelling Unit;
- (b) Not occupy any portion of any Accessory Building associated with the Dwelling or Dwelling Unit;
- (c) No noise, vibration, smoke, dust, odors, heat, glare, electrical or radio disturbance detectable beyond the property boundary shall be produced by the Home Occupation. The privacy and enjoyment of adjacent residences shall be preserved and the amenities of the neighbourhood maintained at all times.
- (d) Generate no client or customer pedestrian or vehicular traffic;
- (e) Be operated solely by persons who live in the Dwelling or Dwelling Unit;
- (f) Require no on-site vehicle parking either for visitors or for a Commercial Vehicle. (For purposes of interpreting this section, a vehicle used solely for personal trips by a person who also carries on a Home Occupation is not a Commercial Vehicle.)
- (g) Has no identification sign on or about the property nor any other form of indication that the Home Occupation is located or operated from the property;
- (h) Sales shall be limited to goods and articles produced on the site and may include the sale of prepackaged goods by distributorship, mail order, telephone sales or online sales. Goods may be held on a temporary basis for distribution to customers but no on-site display of goods is permitted;
- (i) Interior alterations to accommodate the Home Occupation may be allowed at the discretion of the Development Authority if such alterations comply with the Safety Codes Act and/or an applicable Bylaw;
- (j) Obtain the necessary business license from the Municipality;



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

Development Permitting  
Planning & Development Services  
Regional Municipality of Wood Buffalo  
Office: 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4  
T: 780-799-8695 F: 780-743-7874 E: current.planning@rmwb.ca

- (k) Any storage of materials or goods related to the Home Occupation must be located within the Principal Building. No exterior storage or storage within an Accessory Building is permitted; and
- (l) A Home Occupation shall comply with section 76.2.  
76.2 Except as otherwise permitted under Section 76 of this Bylaw, no motor vehicle other than a passenger vehicle, recreational vehicle and/or one (1) commercial vehicle having a gross vehicle weight (G.V.W.) of more than 3,000 kg G.V.W. but less than 7,000 kg, G.V.W. shall be parked on a site in a residential district for longer than is necessary for loading or unloading.

- 69.4 A Home Occupation may be approved for development in a Basement Suite or Secondary Suite, and a Development Permit may be issued for such development, at the discretion of the Development Authority.
- 69.5 A Home Occupation shall not be developed in a Building that contains a Boarding House, Bed and Breakfast Establishment, Child Care Facility, or Group Home.

This declares that the above described property will be used for a Home Occupation and will meet the requirements above and as defined in the Land Use Bylaw 99/059, as amended from time to time.

The Applicant shall notify the Planning and Development Department of the Regional Municipality of Wood Buffalo in the event that the Home Occupation at the above described property does not meet the requirements. The Applicant must then obtain whatever permits, licenses or approvals under the Land Use Bylaw 99/059, as amended from time to time.

\_\_\_\_\_  
Applicant (Print)

\_\_\_\_\_  
Approved by: Community Development Planning (Print)

\_\_\_\_\_  
Applicant (Signature)

\_\_\_\_\_  
Approved by: Community Development Planning (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Note: A copy of this declaration will be provided to Bylaw Enforcement and placed on the property file.

The personal information on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Supervisor, Support Services, Planning and Development, Timberlea Landing, 309 Powder Drive, T9K 0M3, or call (780) 793-1069.