



Home Business

DEVELOPMENT PERMIT APPLICATION CHECKLIST

Purpose: A Home Business Development Permit Application is used to obtain approval to establish and operate a home-based business from a residential property within the RMWB.

A Home Business allows for:

- Employment or engaging the services of up to one person that does not reside in the home;
- Use of up to 30% of the gross floor area of the house and accessory structures; and
- Up to two customers/clients at one time to visit the residence that the business is operated from.

This checklist of application submission requirements shall be **completed** and **attached** to your Development Permit application. All of the required information is necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept **only** complete applications, which require:

- All application submission requirements to be included in the application; and,
- All application submission requirements to be **clear, legible, and precise**, and to be prepared to professional drafting standards.

Should the above be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

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

OFFICE ✓ x	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 1. Site Plan: shall provide the following information:
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Standard Information: shown on all plans as per the "How to Draw a Site Plan and Floor Plan" document
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Information on the Plan:
	<input type="checkbox"/> Location and dimensions of all existing buildings, including the proposed new business area
	<input type="checkbox"/> Illustrate and provide dimensions of all registered easements and rights of ways on the property and reference registered plan number
	<input type="checkbox"/> Parking and Loading Stalls: 2 stalls are required for the principal dwelling plus 1 stall for the home business. Stalls shall have a width of 2.8m and a length of 5.8m
	NOTE: all measurements are to be expressed in metric; all measurements are shown to outside face of building foundation wall at ground level, etc.
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 2. Commercial Vehicle Parking Letter: (if applicable) a letter indicating the number of commercial vehicles associated with the home business, their weight, and where they will be parked.
	Note: if a vehicle(s) will be parked off site, a letter or lease shall be provided that indicates alternative parking arrangement.
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 3. Floor Plan(s) Where the Business is Located: Plans shall be properly drafted to scale and contain the following information:
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Standard Information: shown on all plans as per the "How to Draw a Site Plan and Floor Plan" document
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Information on the Plan:
	<input type="checkbox"/> Proposed layout, labelling, and dimensions of area where the home business will be operated
	<input type="checkbox"/> Total area (m ²) of the house or dwelling



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Descriptive Letter: containing the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Civic and legal land description <input type="checkbox"/> Type of business, activities on site, and products or services offered <input type="checkbox"/> Number and type of business vehicles <input type="checkbox"/> Number of employees (total and number on duty at any given time) <input type="checkbox"/> Hours and days of operation <input type="checkbox"/> Types of materials and products to be stored at the proposed site <input type="checkbox"/> Be signed, dated, and include contact information of the signatory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization: If Applicant is not the registered owner, a letter of authorization from the owner shall accompany the Certificate of Title.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Copy of Current Certificate of Title(s): no more than 30 days old at time of application: <ul style="list-style-type: none"> <input type="checkbox"/> May be obtained from Alberta Registries Office. If the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied <input type="checkbox"/> Please Note: additional documents including, but not limited to, copies of any Restrictive Covenants, Caveats, Utility Rights-of-Way, or Easements, may be required at the discretion of the Development Officer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Applicable Fees: Fees outlined in the Land Use Bylaw 99/059. Development fees shall be made payable to the Regional Municipality of Wood Buffalo

The personal information on this form is authorized under Section 4(c) of the *Protection of Privacy Act* and is managed in accordance with the *Act*. The personal information will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at rmwb.ca/pulse.



OFFICE	ADDITIONAL INFORMATION REQUIRED
<input type="checkbox"/>	<p><input type="checkbox"/> A. What type of Business are you operating? Briefly describe the nature/type of business you will be operating from your residence.</p> <p>_____</p> <p>_____</p> <p>_____</p>
<input type="checkbox"/>	<p><input type="checkbox"/> B. Have you applied for either a home occupation or home business within the Regional Municipality of Wood Buffalo before?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, please check one below:</p> <p><input type="checkbox"/> applied for the same business at the same location</p> <p><input type="checkbox"/> there are multiple home businesses or home occupations at this location</p> <p><input type="checkbox"/> applied for a different business at the same location</p> <p><input type="checkbox"/> applied for the same business at a different location.</p> <p>Location: _____</p>
<input type="checkbox"/>	<p><input type="checkbox"/> C. How will you do business with your customers?</p> <p><input type="checkbox"/> Customers will come to my residence</p> <p><input type="checkbox"/> Customers are only contacted by:</p> <p><input type="checkbox"/> Phone <input type="checkbox"/> Internet <input type="checkbox"/> E-Mail <input type="checkbox"/> Mail <input type="checkbox"/> Fax</p> <p><i>If customers/clients will not be coming to the residence (Please proceed to G)</i></p>
<input type="checkbox"/>	<p><input type="checkbox"/> D. How often will customers be coming to your residence on an average business day?</p> <p><input type="checkbox"/> 0 customers per day <input type="checkbox"/> 1-5 customers per day</p> <p><input type="checkbox"/> 8-10 customers per day <input type="checkbox"/> 10-15 customers per day</p>
<input type="checkbox"/>	<p><input type="checkbox"/> E. What days of the week will customers come to your residence?</p> <p><input type="checkbox"/> Monday to Friday <input type="checkbox"/> Weekends <input type="checkbox"/> Seven days a week</p>
<input type="checkbox"/>	<p><input type="checkbox"/> F. What hours will your business be "open" for customers to come to your residence?</p> <p><input type="checkbox"/> Before 8:00am <input type="checkbox"/> 9:00 am to 5:00 pm <input type="checkbox"/> 5:00 pm to:</p>
<input type="checkbox"/>	<p><input type="checkbox"/> G. Where does your business take place and how much of the residence and/or accessory buildings are used for the business?</p> <p><i>Home businesses are limited to either 30% of the floor area of the house, 30% of the floor area of an accessory building or 30% of the combined floor area of both.</i></p> <p><input type="checkbox"/> Within the residence only: no use of accessory buildings or off-site work</p> <p><input type="checkbox"/> Partially within the residence and accessory buildings</p> <p>_____ % In House _____ % In Accessory Building</p> <p><input type="checkbox"/> Mainly off-site: office/telephone use within the residence only</p> <p>Please indicate where off-site: _____</p>



- ☐ 100-200 (9.3-18.6m²) ☐ 200-300 (18.6-28m²) ☐ 300-600 (28-55.7m²)
☐ 600-1000 (55.7-93m²) ☐ over 1000 sq ft (over 93m²)
☐ Attached is a floor plan indicating area to be used

☐ ☐ **H. Will you employ any people that do not live at the residence?**

- ☐ Yes, how many?
☐ 1 person
☐ 2 persons or more
☐ No other person will be working from this dwelling (other than a resident)

☐ ☐ **I. Do you use any vehicle(s)/machinery to operate your business?**

- ☐ Passenger car/van
☐ Pick-up Truck
☐ ½ Ton ☐ ¾ Ton ☐ 1 Ton ☐ Other: _____
☐ Machinery
☐ Welding Equipment ☐ Bobcat ☐ Loader ☐ Trailer
☐ Hand Tools ☐ Lawn/Landscape, specify: _____
☐ Power Tools, specify: _____
☐ Other, please specify: _____

☐ ☐ **J. Where will you park the vehicle(s)/machinery used to operate your business?**

- ☐ On Site
☐ Inside a garage
☐ Outside in the driveway
☐ Attached is a site plan indicating the location of the parking
☐ Off-Site: Please attach a letter of permission from the landowner or property manager where the equipment is stored.
Please indicate where off-site: _____

☐ ☐ **K. Where will customers park their vehicles when visiting your business?**

- ☐ In the driveway
How many vehicles can park in the driveway? Including your vehicle(s). _____

☐ ☐ **L. Will there be any materials/equipment stored on site that will be used with your business? (Supplies, inventory, etc.)?**

- ☐ Yes
☐ Inside the residence
☐ Inside an accessory building (*proceed to N*)
☐ No materials or equipment will be stored on site (*proceed to O*)



☐ ☐ **M. What type of materials/equipment will be stored on site?**

☐ ☐ **N. Do you intend to have any delivery of goods or materials used for the business to your residence?**

☐ No

☐ Yes

Type of delivery service being used:

☐ Canada Post

☐ Courier Service

How often will deliveries be:

☐ More than once a day

☐ Daily

☐ 2-4 times a week

☐ ☐ **O. How do you intend to advertise this business?**

☐ Social Media

☐ Newspaper

☐ Flyers

☐ Business Cards

☐ Signs on Vehicles

☐ Signs on Premises

☐ Yellow Papers

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Development Permit Application Form

OFFICE USE ONLY

DP # _____

Fee: _____

Receipt No: _____

Purpose: A Development Permit Application is used to obtain approval to develop or use either land or a building within the RMWB. Developments exempt from requiring a development permit can be found in the Land Use Bylaw.

This Application Form shall be **complete** and include an attached Development Permit Checklist. Please Note:

- **NO DEVELOPMENT** shall commence without a valid Development Permit. Any work started prior shall be subject to a double fee penalty and further enforcement actions;
- An **Administrative Fee** will be withheld for any refunds. Please note that all applicable permit refunds will be issued by cheque only; and,
- Submission of a duly signed application form authorizes the Development Officer to enter the property to carry out inspections necessary for this development.

I/We hereby make application under the provisions of the Land Use Bylaw 99/059 for a Development Permit.

PLEASE PRINT

☐ **Applicant and Owner Information:**

Applicant Name: _____

Mailing Address: _____

Postal Code: _____

Daytime Phone: _____ Alternate: _____ Fax: _____

Email Address: _____

Registered Owner(s): _____

Mailing Address: _____

Postal Code: _____

Daytime Phone: _____ Alternate: _____ Fax: _____

Email Address: _____

☐ **Property Information**

Legal Land Description¹: _____ Lot: _____ Block: _____ Plan: _____

Alberta Township Grid System: LSD _____ Sec _____ TWP _____ Range _____ W4M

Civic Address: _____

Project Description: _____

Has development commenced? ☐ Yes ☐ No



Existing Use of Land or Building: _____
Size of Proposed Development (m²): _____
Estimated Construction Start Date: _____ End Date: _____
Estimated Construction Cost: _____

☐ **Detailed Property Information**

Lot Area: _____ Building Area²: _____
Accessory Coverage³: _____ Site Coverage⁴: _____
Building Type: _____ Number of Storeys: _____

☐ **Credit Card Information**

Credit Card #: _____ Card Type: _____
Card Holders Name: _____ Expiry Date: _____ CVV: _____

☐ **Registered Owner** (or person acting on the registered owner's behalf)

I, _____ hereby certify that

☐ I am the registered owner, or

☐ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Signature

Date

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² Total includes attached garages, cantilevers, decks, porches, and/or verandas

³ If applicable, note the area of the shed or detached garage

⁴ The percentage of the lot area covered by proposed and existing structures