

## HOME OCCUPATION APPLICATION FORM

### APPLICANT DETAILS

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

### BUSINESS DETAILS

Legal Business Name:  
(The name the Business Income Tax is filed under) \_\_\_\_\_

Operating Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of business: \_\_\_\_\_

Is your operating business name a registered Trade Name, or Sole Proprietor? YES NO

Do you want a short-term licence? (valid for 4 consecutive months in a calendar year) YES NO

If yes, please provide your proposed start date \_\_\_\_\_

### ADDITIONAL INFORMATION

**Please respond to all 10 questions listed below:**

**YES NO**

1. Will you have customers to your home?  
 If yes, how many customers per day are you anticipating? \_\_\_\_\_  
 If yes, will you have more than one customer at a time on site?
2. Will you have employees coming to the residence?  
 If yes, how many employees? \_\_\_\_\_  
 What is their purpose for coming to the residence? (ie. To work at the residence, carpool, pick up/drop off, etc.)  
 \_\_\_\_\_  
 Where will they park? \_\_\_\_\_
3. Will you have more than one vehicle used in conjunction with your business?  
 If yes, how many vehicles will be used by the company? \_\_\_\_\_  
 Where will they be parked/stored? \_\_\_\_\_

**If you have answered YES to any of the above questions, you will require a Development Permit.  
 Please submit the Development Permit requirements listed on the reverse side.**

4. Will you have a sign on your property advertising your business?  
 If yes, what size will the sign be? \_\_\_\_\_
5. Will you require the use of a trailer for your business?  
 If yes, what kind of trailer (ex. Enclosed utility trailer, gooseneck trailer, etc.)?  
 \_\_\_\_\_  
 Where will it be parked/stored? \_\_\_\_\_

**Continued on reverse side...**

	YES	NO
6. Will you require the use of an accessory building to accommodate the daily operations of your business? <b>If yes, please describe:</b> _____		
7. Will you have any outside storage of equipment or materials in connection with your business? <b>If yes, please explain:</b> _____		
8. Does your business require the use or storage of hazardous, noxious, or dangerous goods? <b>If yes, please explain:</b> _____		
9. Will there be any business activities occurring outdoors on site? <b>If yes, please describe:</b> _____		
10. Will the daily operations of your business cause the emission of dust, noise, odor, smoke, electronic interference, bright lights, etc. <b>If yes, please describe:</b> _____		

**A Development Officer will review your responses for questions 4 through 10, and will determine if additional information and/or a Development Permit is required.**

### DEVELOPMENT PERMIT REQUIREMENT LIST

A Development Permit addresses any variance or exception to the regulations outlined in The City of Red Deer *Zoning Bylaw*.

**1. A Site Plan (Google Maps satellite image or RPR), showing the following criteria:**

- North Arrow;
- Property lines shown and labelled;
- Location of building(s) in relation to property lines; including front, rear, and side yard setbacks; and
- Location, dimensions, and number of on-site parking areas.

**2. A Letter of Intent providing the following information:**

- Detailed description of proposed business;
- Hours and days of operation;
- Anticipated number of clients per day and per week;
- Anticipated number of deliveries per day and per week;
- The approximate area of the space you are using in your home for the business; and
- Methods of advertising you intend to use.

**3. Letter of Authorization from property owner (registered on title), including contact information.**

#### Signature of this document confirms your acknowledgement of the terms of this application.

- I acknowledge that all information in this application is correct to the best of my knowledge and will be reviewed by Inspections and Licensing. The application may be delayed or refused if the requirements and/or information provided is incomplete or does not conform to any other bylaw or enactment of Alberta or Canada.
- I authorize Inspections and Licensing to create the Development Permit, if required, and will accept responsibility of payment for this permit, in addition to the Business Licence.
- I verify that I am the owner or have received authorization from the property owner(s) to operate a business at the location provided in this application.
- I understand that additional information may be requested as part of my application.
- I understand the information provided as part of this application will be used in an Online Business Directory. Home Occupation business addresses will not be included in the Directory.
- I verify that I am at least 18 years old or have an agent at least 18 years of age sign/authorize on my behalf.
- I acknowledge that all business operations will comply with the *Business Licence Bylaw*, and the *Zoning Bylaw*, knowing that failure to comply may result in penalties, suspension, or revocation of my Business Licence.

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

\_\_\_\_\_  
Signature of Applicant