

HOME OCCUPATION APPLICATION FORM

APPLICANT DETAILS

Name: _____ Phone: _____
Mailing Address: _____
Email: _____

BUSINESS DETAILS

Legal Business Name: _____
Operating Business Name: _____
Business Address: _____
Email: _____ Phone: _____
Description of business: _____
Is your business name Registered? (ie. Corporation, Trade Name, or Sole Proprietor) YES NO
If yes, please attach registration documentation from Corporate Registries.
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 week are you anticipating? _____ | | |
| 2. Will you have employees coming to the residence?
If yes, how many employees, and what is their purpose for coming to the residence?
(ie. To work at the residence, carpool, pick up/drop off, etc.)
_____ | | |
| 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, and 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, and Inspections and Licensing will create the permit for you. | | |
| 4. Will you require the use of a trailer for your business?
If yes, what kind of trailer (ex. Enclosed utility trailer, gooseneck trailer, etc.), and where will it be parked/stored?
_____ | | |
| 5. Will you be expecting regular deliveries to your home, as part of the business operations?
If yes, how many deliveries each week are you anticipating? _____ | | |
| 6. Will you require the use of an accessory building to accommodate the operations of your business?
If yes, please explain: _____ | | |

Continued on reverse side...

	YES	NO
7. Will you have any outside storage of equipment or materials in connection with our business? If yes, please explain: _____		
8. Does your business require the use or storage of hazardous, noxious or dangerous goods? If yes, please describe: _____		
9. Will the operations of your business cause the emission of dust, noise, odor, smoke, electronic interference, bright lights, etc. If yes, please describe: _____		

A Development Officer will review your responses for questions 4 through 9, 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 *Land Use 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;
 - 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.**

- 4. A copy of the Certificate of Title, dated within the last thirty (30) days.**

Please initial and sign to confirm your acknowledgement of the terms of this application.

I am aware 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 acknowledge that all business operations will be in compliance with the *Business Licence Bylaw*, and the *Land Use Bylaw*.

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 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.

Name of Applicant (please print)	Signature of Applicant
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