



TOWN OF INNISFAIL
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For Office Use Only

FEES:

(Class 2 - ONLY) \$100.00 HOME

Application #: _____

Land File #: _____

HOME OCCUPATION DEVELOPMENT PERMIT APPLICATION

I hereby make application under the provisions of the Land Use Bylaw for a Home Occupation Development Permit in accordance with the plans and/or supporting information submitted herewith and which form part of this application.

SITE ADDRESS

Address of Proposed Home Occupation: _____ Postal Code: _____

Lot: _____ Block: _____ Plan _____ or Long Legal _____ ¼ SEC _____ W _____ Meridian

Existing Use: _____ Land Use District: _____

APPLICANT INFORMATION

Applicant(s): _____

Applicant Mailing Address: _____

Business or Trade Name: _____

Telephone: _____ Email: _____

Are you the registered owner of the property? Yes No **If No, a Letter of Authorization is required from the Registered Property Owner(s).**

PROPOSED HOME OCCUPATION

1. Please describe in detail, including equipment or materials required, office space, etc. to be used in relation to the Home Occupation Business):

2. Where is the Home Occupation to be located? Dwelling Garage

3. What portion of the dwelling or garage will be used for the home occupation? _____ ft² m²

4. Will you have employees in addition to yourself? Yes No If Yes, how many employees will you have? _____

5. Will the employees park at the residence or meet you at the job site? _____

6. Number of on-site parking stalls: _____

7. Number of Anticipated Clients per day: _____

8. Number of Clients on Site at One Time: _____

9. Number of Vehicles Related to Home Occupation (w/Commercial Advertising): _____

10. Proposed Hours of Operation & Days of the Week: _____

11. Do you plan on having any on-site advertising or signage? Yes No



GENERAL REQUIREMENTS

1. Home based businesses shall be limited to those uses which do not change the residential character of the dwelling site or interfere with the use and enjoyment of the neighborhood as a residential area, and as such shall not:
 - a) have any form of advertising related to the business discernible from the outside of the building, except for Home Occupation Class 2 may have a business identification plaque or sign having maximum dimensions of 10 by 12 inches being located within the window or at the discretion of the Development Authority, on the building ; *Home based business operators shall not advertise the address of their business to the general public*;
 - b) create any nuisance by way of dust, noise, odour or smoke, parking, traffic generation, electrical interruption, bright light or anything of a objectionable nature which is detectable to normal sensory perception outside the building containing the home occupation or beyond the parcel boundaries;
 - c) generate pedestrian or vehicular traffic or on-street or off-street parking in excess of that which is characteristic of the residential district in which it is located;
 - d) have outdoor business activity, including storage of material or equipment associated with the business on site and/or adjacent sites;
 - e) require alteration to any building unless such alterations are approved by the Development Authority;
 - f) have more than twenty percent (20%) of the gross floor area of the dwelling unit or 30 m² (323 sq. ft) whichever is less, devoted to business usage;
 - g) have any employees, unless the business is a Home Occupation Class 2, which may employ on-site the residents of the residence and up to two (2) non-resident employees or business partners;
 - h) have more than a total of four motor vehicles or trailers or pieces of outdoor equipment or a combination of these items associated with the business parked on-site or in the vicinity of the site at any given time; and shall conform to all other applicable requirements of the Town of Innisfail Land Use Bylaw and the Town of Innisfail Traffic Bylaw.
 - i) include the direct sale of goods to walk-in clientele which are not produced on the premises;
2. A home based business permit does not exempt compliance with the Alberta Safety Codes Act, Occupational Health & Safety Act, the Public Health Act and Food Regulation, the Alberta Liquor and Gaming Commission or any other applicable legislation or requirements, nor does it constitute any permit or permission under such regulations.

I HEREBY MAKE APPLICATION UNDER THE PROVISIONS OF THE LAND USE BYLAW FOR A HOME OCCUPATION DEVELOPMENT PERMIT. I HAVE FULLY READ THE GENERAL REQUIREMENTS AND RULES FOR HOME OCCUPATIONS AND I AGREE TO COMPLY WITH THEM. I REALIZE THAT FAILURE TO COMPLY MAY RESULT IN THE SUSPENSION OR CANCELLATION OF MY HOME OCCUPATION DEVELOPMENT PERMIT.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Application Deemed Complete:

The information is being collected under Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under the provisions of the Act. For more information, please contact the FOIP Coordinator at 403.227.3376.