HOME OCCUPATION - CLASS 2
Development Permit Application Form

INNISFAIL

For Office Use Only

FEES: $100.00 HOME

Application #: _____

Land File #: _____

I hereby make this 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): _____

Mailing Address: _____

Business or Trade Name: _____

Email: _____ Phone: _____

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 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? _____ ☐ Sq. m ☐ Sq. ft

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

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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 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. In addition to the parking spaces required for the dwelling, one (1) additional onsite parking space shall be provided for each non-resident employee or business partner and, at the discretion of the Development Authority, up to two (2) onsite parking spaces shall be provided for customers;
    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; may be considered by the Development Authority within a private garage provided that at least 50% of the floor area of the garage is available at all times for the parking of motor vehicles and the proposed use does not interfere with the provision of the bylaw parking requirement;
    g) employ more than the residents of the residence and no more than 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;
    j) be permitted if, in the opinion of the Development Authority, it would be more appropriately located in a commercial or industrial district;
    k) be permitted on the same site as a Bed and Breakfast establishment or secondary suite;
    l) exceed one home occupation – class 2 per dwelling unit.
2. A home occupation 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 this 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. An annual Business License is required.

Signature: _____ Date: _____

Collection and use of personal information

Personal information is collected for the purpose of the Home Occupation Development Permit application process under section 4(c) of Alberta's Protection of Privacy Act. Questions may be directed to the Town of Innisfail's Access and Privacy Officer at 403-227-3376.

Completed forms and attachments can be sent to reception@innisfail.ca or dropped off at the Town Office (4943 53 St.)

Revised: February 2026