



**CITY OF CHESTERMERE  
DEVELOPMENT PERMIT APPLICATION  
HOME BUSINESS**

*For office use only*

**Total Fee: \$** \_\_\_\_\_

**APPLICATION NO.:** \_\_\_\_\_ **MUNICIPAL ADDRESS:** \_\_\_\_\_

**LOT:** \_\_\_\_\_ **BLOCK:** \_\_\_\_\_ **PLAN:** \_\_\_\_\_ **ZONING:** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_ **POSTAL CODE** \_\_\_\_\_

**TELEPHONE: (Cell)** \_\_\_\_\_ **(OTHERS):** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**REGISTERED OWNER OF LAND:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_ **POSTAL CODE** \_\_\_\_\_

**RENEWAL OR FIRST TIME APPLICATION?** \_\_\_\_\_

**COMPANY NAME (Print)** \_\_\_\_\_

**CIVIC ADDRESS OF HOME BUSINESS** \_\_\_\_\_

**A. General**

- If you are not the registered owner of the property, provide a letter of permission from the registered property owner. YES ☐
- Is there a secondary suite in the same dwelling? If yes, major home business is not allowed in this dwelling. YES ☐ NO ☐
- Please provide a floor plan indicating what area of your home will be used for business? **Indicate room dimensions and the total floor area dedicated to the business.**

A. Total Sq. Ft of Dwelling: \_\_\_\_\_ B. Sq Ft. of Dwelling used for business: \_\_\_\_\_

C. % Coverage of area used for business: \_\_\_\_\_ (C= B/A\*100)

*(Please note that the floor area dedicated to the Home Business cannot exceed 20% of the gross floor area or 30m<sup>2</sup>(323ft<sup>2</sup>), whichever is lesser).*

- Please provide a brief description regarding the use of your home business.

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- The following are additional requirements for Major Home Business applications:

1. A site plan of the property: YES ☐

- a) Clearly identifying the designated space/s used by the owners of the property (personal vehicles) and the parking space/s used for the business (business vehicle, clients, etc.)
- b) Showing entrance/exit routes for clients into the property. (front door, back door, both, etc)

2. A brief business plan including but not limited to the following: YES ☐

- a) The nature of the business (service, aesthetics, fitness, etc)
- b) Clients (mostly adults, couples, children, etc),
- c) Business hours (Monday, Wednesday and Friday only 9AM-6PM, daily evening hours only from 6PM-8PM, etc.)

- d) Expected frequency of clients coming (daily within business hours and at the most 1 client at a time, I do not expect more than 10 clients in a week, etc)
- e) Parking plan (I will only entertain/schedule 1 client at a time, and 1 spot in the driveway will be available for their use, etc)
- f) Storage (storage room in the basement will be used. No external storage required)

- 3. A copy of inspection report from Alberta Health Services (if needed) YES ☐
- 4. A copy of Registration for the business name YES ☐
- 5. A copy of license or certificate from agency or association (if needed, ex - AMVIC) YES ☐

**B. Please attach any additional information you believe is relevant**

**BUSINESS CLASSIFICATION & FEE TO BE DETERMINED ON REVIEW OF APPLICATION**

**Home Business Development Standards (Maximum Requirements)**

Standard	Minor Home Business	Check Here	Major Home Business	Check Here
a) Maximum Area	20% of net floor area of dwelling or 30m <sup>2</sup> , whichever is lesser.		20% net floor area of dwelling or 30 m <sup>2</sup> , whichever is lesser, plus any additional area as approved by the Development Authority.	
b) Structural Alterations	None		May be allowed if necessary to accommodate the business to the discretionary use of the Development Authority.	
c) Exterior Impact	No nuisance and shall preserve privacy and enjoyment of adjacent residences and neighbourhood.		No nuisance and shall preserve privacy and enjoyment of adjacent residences and neighbourhood.	
d) Equipment/Material Storage	No exterior storage.		May be allowed in an accessory building or with appropriate screening if necessary to accommodate the business.	
e) Traffic Generation	Five (5) or less business related vehicle trips per day.		Fifteen (15) business related vehicle round trips per day, vehicle not exceeding 4,500 kg (GVW), restricted hours.	
f) Parking	One (1) off-street space or at discretion of the Development Authority.		Two (2) off-street spaces or at the discretion of the Development Authority.	
g) Employees	No non- residential employees.		One (1) non-residential employee.	
h) Business-Related Vehicles	One passenger vehicle without a commercial license.		One (1) single axle, commercially licensed vehicle up to 4,500 kg (GVW) parked on site.	
i) Business Related Vehicles Allowed	Monday to Saturday – 7:00AM to 9:00PM; and, Sunday & Stat Holidays – 10:00AM to 6:00 PM. Emergencies excepted.		Monday to Saturday – 7:00AM to 9:00PM; and, Sunday & Stat Holidays – 10:00AM to 6:00PM. Emergencies excepted.	
j) Signage	None.		One (1) non-illuminated identification sign or plaque, no larger than 0.3m <sup>2</sup> attached to the dwelling or displayed in a window.	
k) Example Business	Desk & Telephone Accountant		Personal service Establishment Taxi Service	

C. Business Licensing Requirements

- Is a Business License (BL) Required?    ☐ YES                      ☐ NO  
If a BL is required, ensure application has been made through the Business Licensing Department.
- If a BL is NOT required, please explain why and provide any Provincial and/or Professional Association legislation exempting you from requiring a municipal business license.

**ADDITIONAL INFORMATION IF REQUIRED:**

I/we hereby make application for a Development Permit for a home business under the provisions of the City of Chestermere current Land Use Bylaw, and have reviewed all of the Information supplied to the City with respect to an application for a Development Permit and it is true and accurate to the best of my knowledge and belief. I understand that the City of Chestermere will rely on this information in its evaluation of my application for a Development Permit and that any decision made by the City of Chestermere based on inaccurate information may be rescinded at any time.

DATE SIGNED

SIGNATURE OF APPLICANT

FOIP Notification: The personal information you provide on this form is being collected under the authority of Section 640(2) of the *Municipal Government Act* and Section 32(b) and 32(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have any questions about the collection of this information please contact the FOIP coordinator, 105 Marina Road, Chestermere Alberta T1X 1V7 (403) 207-7075.

**REVIEW COMMENTS:** (FOR OFFICE USE ONLY)