

Home Occupation Permit Application

HO Permit #
Roll #
Customer ID #
Date:

Applicant Information

Name:		Business Name:	
Mailing Address:		Town/City:	
Phone:		Postal Code:	
Alt. Phone:		Email:	
Registered Land Owner:		Phone:	
Mailing Address – Registered Owner:			

Affected Property

Civic Address:				
Legal Description:	Lot:	Block:	Plan:	Zoning:
Will building alterations occur?		Yes <input type="checkbox"/> (if yes, submit details and sketch) <input type="checkbox"/> Attached		No <input type="checkbox"/>
Location:	Main Floor Dwelling <input type="checkbox"/>	Basement <input type="checkbox"/>	Accessory Building <input type="checkbox"/>	
Number of onsite parking stalls:		Number of Vehicles:	Trips per day:	
Type of vehicles in use:				

Business Operations

Describe nature of business or activity:		
Hours of operation:		
Describe equipment to be used in business:		
Number of Employees:	Full time:	Part Time:
Have you applied for a Business Licence in the Town of Turner Valley? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Turner Valley Business Licence Number:

Information

Upon receipt of the completed Application, the application fee, and any required supporting material, the Development Authority has up to 40 days to process the Application, during which time the Development Authority may refer to other agencies and may exercise their discretion to either approve or refuse the Application.

Note: This is not a Building Permit, nor does this application cover other discipline permits. Appropriate permits must be obtained separately prior to commencing any renovation or new construction. Personal information will be used in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). The Application, supporting documents, and payment must be submitted in hard copy to the Municipal Office located at 514 Windsor Avenue NW Turner Valley.

Fee

- The fee for a Major Home Occupation Permit is \$175.00, plus any fees associated with Building or Development Permits, if required.
- There is no fee for a Minor Home Occupation Permit. Permit application and approval is required.
- In all cases, Business License registration is required after the Home Occupation Permit is approved.
- Business Licenses are annually renewable. Renewals are due January 31 of each year.

Registered Owner Agreement (to be completed if applicant is not the registered owner)

Registered Owner Declaration: I hereby certify that I am the Registered Owner of the property described herein and authorize the use of the land as set out in the Application.

Registered Owner Name:

Date:

Registered Owner Signature:

Right of Entry

In accordance with the Municipal Government Act, I hereby authorize the Designated Officers of the Town of Turner Valley to enter upon the land for the purpose of conducting a site inspection in connection with my Home Occupation Permit Application.

Registered Owner's Signature:

Applicant Signature:

Agreement

Applicant Declaration: I/We hereby make application for a Home Occupation Permit under the provisions of Land Use Bylaw 03-869 in accordance with the plans and supporting information submitted herewith which form part of the Application. I hereby declare that I am the Applicant, and guarantee for the Town of Turner Valley that the information contained in the Application, and supporting documentation submitted with the Application, is true and correct. Further, I have read the Land Use Bylaw and I am fully aware that the Home Occupation Permit, if issued, is subject to revocation if I default in adhering to any condition issued with the Permit or the relevant policy as defined in the Land Use Bylaw.

Applicant Name:

Date:

Applicant Signature:

Application Status

Decision Date:

Notice Date (if applicable):

Approved subject to conditions Refused (see attached)

Development Permit Issuance Date:

Designated Officer:

Fee \$

Receipt #

Date Paid:

"Home Occupation" means any occupation, trade, profession, or craft carried out by an occupant of a residential building as a use accessory to the residential use of the building, and which does not change the character thereof, or have any exterior evidence of such accessory use. A home occupation does not include the keeping of stock-in-trade unless otherwise approved by the Development Authority. Home occupations are divided into two categories:

- a) **Minor** - home occupations are those which do not employ any person outside of the home, nor generate traffic uncharacteristic of the area, nor extend beyond the confines of the residential unit, and
- b) **Major** - home occupations are those which may utilize accessory buildings, employ up to two persons and may not generate traffic uncharacteristic to the neighbourhood or visible outside storage

13.2.0 Home Occupations

Home occupations are divided into two categories, major and minor - and are guided by the following general provisions:

13.2.1 Minor Home Occupations

- a) The home occupation shall be operated as an accessory use only, and shall not change the principal character or external appearance of the dwelling in which it is located.
- b) The home occupation shall not employ any person who lives outside of the home.
- c) Home occupations shall not generate traffic uncharacteristic to the residential area.
- d) The home occupation may not extend beyond the confines of the primary residential dwelling. There shall be no outside storage of materials, goods or equipment on the site.
- e) There shall be no form of advertising relating to the home occupation discernable from outside the building.
- f) One on-site parking stall shall be provided for each vehicle used by the home occupation, plus the requirements of the dwelling.

13.2.2 Major Home Occupations

- a) A major home occupation shall be operated as an accessory use only, and shall not change the principal character or external appearance of the dwelling in which it is located.
- b) The home occupation may employ up to two persons who do not live on the site or within the primary residence.
- c) The home occupation may not generate traffic uncharacteristic to the area.
- d) One on-site parking stall shall be provided for each employee and each vehicle used by the home occupation, plus those required for the residential use.
- e) There shall be no visible outside storage of materials, goods or equipment on the site, but the utilization of accessory buildings may be acceptable.
- f) Advertising relating to the home occupation and discernible from the outside of the building shall be limited to one non-illuminated sign which does not exceed 1,000 cm² (155 sq. in).

13.2.3 General Regulations Governing Home Occupations

- a) There shall be no mechanical or electrical equipment used which creates visual, audible or electrical interference with radio or television reception.
- b) No commodity other than the product or service of the home occupation shall be sold on the premises.
- c) Any vehicles parked on-street or off-street as a result of the home occupation shall, in the opinion of the Development Authority, not be a source of inconvenience to adjacent landowners or tenants or exceed 5,500 kg (12,125.22 lbs.).
- d) The home occupation shall not, in the opinion of the Development Authority, be a source of inconvenience, materially interfere with or affect the use, enjoyment or value of neighbouring properties, by way of excessive noise, smoke, steam, odour, dust, vibration or refuse matter which would not commonly be found in the neighbourhood.
- e) If at any time any of the requirements for a home occupation have not, in the opinion of the Development Authority, been complied with, the Development Authority may suspend or cancel the development permit for the home occupation, pursuant to the provisions under the Municipal Government Act.

All passages excerpted from the Turner Valley Land Use Bylaw 03-869.