



HOME OCCUPATION DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

<i>Development Permit Application No.</i>	
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Date Deemed Complete: _____

Notice of Completeness

IMPORTANT NOTICE: This application **does not** permit you to operate the business until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal

A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.

APPLICANT & LAND INFORMATION

Applicant's Name: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Registered Owner's Name: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Applicant's interest in the proposed development if not the registered owner:

Agent Contractor Tenant Other: _____

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Lots(s) _____ Block _____ Plan _____

Land Use District: _____ Existing use of land: _____

BUSINESS DESCRIPTION

Describe the primary function of your business. What goods and/or services are provided? Attach an additional sheet describing the business.

Is there another home occupation already operating out of the residence? Yes No

Where will the business operate from? In-home Accessory building

How will you interact or do business with your clients or customers?

- In person. Clients/customers will come to the residence.
 - Less than 1 per day
 - 1-5 per day
 - More than 5 per day
- Remotely. Clients/customers will not be coming to the residence but will only be in contact by:
 - Phone
 - Fax
 - Mail
 - Courier
 - Internet/Email

How many on-site parking spaces for any client visits, deliveries, etc. will be available? _____

What will the days of operation be? Mon-Fri Weekends 7 days/week Part-time

What will be the hours of operation? _____

Will there be any employees that are not residents of the dwelling? Yes No

If YES:

How many employees will come to the residence? _____

Will more than 1 employee come to the residence at a time? Yes No

Will there be any equipment or materials stored outside the dwelling that will be used in conjunction with the business?

- Yes (list materials and quantities) _____
- No

Will any vehicles/machinery/tools be used to operate the business? Please list.

Will there be any flammable or hazardous materials on the premises as a result of the business?

- Yes (list materials and quantities) _____
- No

Will any goods be displayed at the residence? Yes No

Will there be a sign for the business? Yes No

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Home Occupation. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

APPLICANT

Registered Owner (if not the same as applicant)