

HOME OCCUPATION PERMIT APPLICATION

Planning & Development | Town of High River

Pre-application meetings **are not required** for a Home Occupation Permit. However, if you would like to speak with the Planning & Development Services Division before submitting your application to discuss any concerns, please contact us at 403.652.2110 or at planning@highriver.ca and we would be pleased to assist you. Staff reserve the discretion to require a pre-application meeting if staff believe that the complexity of the application warrants it.

Only major home occupations require Development Permits. Staff will determine for you whether your home occupation proposal is “major” or “minor”. Regardless, we ask that you fill in the following form. The Town **will not require a payment for minor home occupations** and will keep the application form on file for information tracking purposes.

If staff determine that your proposed home occupation is major, you will submit the following application form, all requirements in the checklist (unless otherwise discussed with staff) and the application fee. **The Town does NOT accept incomplete applications.**

Once your Development Permit is issued, you may then apply for your business license at businesslicense@highriver.ca

DATE OF APPROVAL: _____

DATE OF EXPIRY (if applicable): _____

CONDITIONS OF APPROVAL?

YES/NO (circle one)

If yes, please see attached letter

FOR OFFICE USE ONLY

ROLL NO.: _____

ZONING: _____

VARIANCE(S) REQUIRED? YES/NO (circle one)

DATE ACCEPTED AS COMPLETE: _____

FILE NO.: _____

MAJOR OR MINOR (circle one)

- Minor home occupations: no charge
- Major home occupations: \$150 and \$75 renewal (Home occupations may be approved for a maximum of 5 years)

PLEASE NOTE:

If your application includes any elements that **do not comply with Town regulations**, you will need to apply for a variance. Variance Development Permit applications **require** pre-application meetings. Please contact us at 403.652.2110 or at planning@highriver.ca and we would be pleased to assist you.

Variance applications require a fee (\$175) **IN ADDITION** to the base permit application.

If you are proposing signage, please fill out a signage application form.

APPLICANT / AGENT INFORMATION

Applicant Name:

Mailing Address:

Email:

Telephone/Fax:

PROPERTY INFORMATION

Property owner name(s):

Municipal Address of property:

Legal description (Lot, Block, Plan):

PROPERTY OWNER SIGNATURE / PERMISSION LETTER

Must provide either property owner signature below OR permission letter from the property owner authorizing the agent to sign the application form.

OR **Permission letter from property owner is attached**

_____ **Property owner signature**

RIGHT OF ENTRY

In accordance with the *Municipal Government Act*, I hereby authorize the Town of High River to enter the above property for the purpose of conducting a site inspection(s).

_____ **Property owner signature**

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal Information required by the Town of High River application forms is collected under authority of Sections 33(a) and (c) of the *Alberta Freedom of Information and Protection of Privacy (FOIP) Act*. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be made available to the public pursuant to Section 17(g)(ii) of FOIP and Section 606(6)(b) of the *Municipal Government Act*. If you have any questions, please contact the Manager of Legislative Services at 403-603-3652.

_____ **Applicant/agent signature**

Items to be submitted unless otherwise discussed with staff:

ADMINISTRATIVE

| One hard copy OR .pdf (USB key or email) | CHECK BOX IF ITEM IS BEING PROVIDED | CHECK BOX IF ITEM IS NOT APPLICABLE |
|---|--|--|
| a) Applicable Fee | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Registered owner's signature (on p. 1) or a Letter of authorization from the registered owner. | <input type="checkbox"/> | <input type="checkbox"/> |

WRITTEN SUBMISSIONS

| | CHECK BOX IF ITEM IS BEING PROVIDED | CHECK BOX IF ITEM IS NOT APPLICABLE |
|--|--|--|
| 1) Proposal Description | | |
| a) Write a brief description of the business _____ _____ _____ _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Name of proposed business: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Proposed hours of operation: _____ <i>(Please inform the Town if this changes)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|--|--------------------------|--------------------------|
| d) Proposed number of employees _____ (Please inform the Town if this number changes) | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Will there be any goods or materials stored on the premises? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please describe the type, amount, and location of storage. _____ _____ (Please inform the Town if this changes) | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Are there any proposed alterations to the building(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please describe the proposed alterations _____ _____ _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Number of vehicles used for the business? _____ Type of vehicle used for the business? (e.g. car, truck, etc.) _____ (Please inform the Town if this changes) | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Number of vehicles expected at the business on a weekly basis: _____ (Please inform the Town if this number changes) | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Number of client visitations expected at the business on a daily basis _____ and on a weekly basis: _____ (Please inform the Town if this number changes) | <input type="checkbox"/> | <input type="checkbox"/> |
| j) Parking location of vehicles for both your business vehicle(s) and for your customers. _____ _____ (Please inform the Town if this changes) | <input type="checkbox"/> | <input type="checkbox"/> |

Note: Additional documentation may be required from the applicant after Town staff have reviewed the submitted application.

Applicant Signature
 (confirming that all information provided is correct)

Date

Staff member reviewing application completeness

Date deemed to be complete

OFFICE USE ONLY

Approval: YES/NO (circle one)

Date: _____

Expiration date (if approved): _____