



Development Permit No.	
Date Advertised	
Effective Date of Permit	
FOR OFFICE USE ONLY	

# HOME BASED BUSINESS APPLICATION

**1. General Information:**

<b>Applicant:</b>			
Address:			
Town/City:	Province:	Postal Code:	
☎ P:	✉ E:		

**If Different Than Above**

<b>Landowner:</b>			
Address:			
Town/City:	Province:	Postal Code:	
☎ P:	✉ E:		

Landowner Consent Form Attached

**2. Property:**

Civic Address: \_\_\_\_\_

Legal Description: Plan: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ or, \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - W5  
Qtr      Sec      Twp      Rge

Land Use District: \_\_\_\_\_

**3. Description of Business**

- Home Occupation (LUB 1088, Section 3-66)
- Live/Work Unit (LUB 1088, Section 3-67)
- Bed & Breakfast (LUB 1088, Section 3-65)

Name of Business \_\_\_\_\_

Type of Business \_\_\_\_\_

Are there any other Home Based Businesses being operated from this property?

Yes - Please name the business(es): \_\_\_\_\_

No

Is the Business License Current?

Yes

No - until such time as a current Business License is in place the application cannot be processed.

What percentage of overall floor area of the home will be used for the Home Based Business? \_\_\_\_\_

How many employees are involved in your business (including yourself)? \_\_\_\_\_

How many employees will be working at the property? \_\_\_\_\_

How many employees will be working off-site? \_\_\_\_\_

Will they be driving a business vehicle?

Yes – Where will the vehicle(s) be parked? \_\_\_\_\_

No

Will the Home Based Business produce any noise smoke, steam, odour, dust, vibration, refuse or any other nuisance matter which may not commonly be found in the neighbourhood?

Yes – Please describe \_\_\_\_\_

No

#### 4. **Storage/Parking:**

What equipment or materials are involved in your business? \_\_\_\_\_

Where are they stored? \_\_\_\_\_

Does your business involve direct sales and/or warehousing of product?

Yes – what percentage and where is product stored \_\_\_\_\_

No

Do you use or store any hazardous material at your home as part of the business?

Yes – \*\*Please specify the type, amount and location \_\_\_\_\_

No

*\*\*The use of hazardous materials for your Home Based Business must be reported to your insurance provider for storage.*

How many vehicles are involved in your business (include any trailers)? \_\_\_\_\_

What type and size of vehicle(s) is (are) involved in your business? \_\_\_\_\_

Is (are) the business vehicle(s) parked at the residence?

Yes - How many parking spaces are available on site (do not include garage parking)? \_\_\_\_\_

No

Do you use your garage or shed for the business?

Yes (what activities will be carried out?) \_\_\_\_\_

No

Will any clients visit your home?

Yes - Please provide a site plan to demonstrate the parking available on site

No

Do you wish to place a sign at the residence?

Yes - Please include details of the sign

No

#### 5. **Bed & Breakfast Operations:**

How many guest rooms? \_\_\_\_\_

How many parking spaces can be provided on site? \_\_\_\_\_

Do you wish to place a sign at the residence?

Yes (Please include details of the sign)

No

**Your Bed & Breakfast must be compliant to Fire Code. Contact Hinton Fire Department at 780-865-6021.**

Always contact the local authority having jurisdiction prior to any construction activity and ensure your project complies with Alberta Safety Codes and local bylaws. Local authority and permit information may be accessed Alberta Municipal Affairs Website at <http://municipalaffairs.alberta.ca/permits>

**4. Fees:**

Application Fee	\$ _____
Business License Fee	\$ _____
<b>TOTAL</b>	\$ _____

**Note:** All fees are payable in full at time of application.

**The Applicant requesting a Development Permit shall ensure that:**

- a) The Development conforms to the Land Use Bylaw, Hinton’s Municipal Development Plan, Minimum Engineering Design Standards, applicable Area Structure Plans or Area Redevelopment Plans, and any pertinent Infrastructure Master Plans as they pertain to Transportation, Water, Sanitary and/or Stormwater Management as amended;
- b) Development does not commence until a Development Permit has been approved and issued;
- c) All approvals, licenses or permits are obtained from regulatory departments or agencies, as required, prior to commencing Development;
- d) Copies of all approvals, licenses or permits issued for the Development are provided to the Development Authority;
- e) Copies of all approvals from the appropriate regulatory agencies are provided to the Development Authority.

**EFFECTIVE DATE OF NOTICE**

For the purpose of this Bylaw, notice of the decision of the Development Authority is deemed to have been given:

- a) In the case of the Applicant, five (5) days after the notice of decision has been mailed to the Applicant;
- b) In the case of public notice, on the date on which notice of the decision has been published in accordance with the ‘Notice of Decision’ (Section 2-34(b));
- c) In the case of an appeal to the IMARSDAB, the date upon the IMARSDAB renders a written decision approving the Development Permit application; or
- d) In the case of an appeal or leave to appeal to the Court of Appeal, the date the judgement or decision of the court is filed with the Court of Appeal allowing development to proceed pursuant to an approved Development Permit.

**EFFECTIVE DATE OF DEVELOPMENT PERMIT**

A Development Permit does not come into effect until twenty two (22) days after the latest of the dates set out in the ‘Effective Date of Notice’ (Section 2-35).

**DEVELOPMENT PERMIT EXTENSION**

The Development Authority may grant up to a six (6) month extension of a Development Permit at the request of the Applicant.

**SUSPENSION OR CANCELLATION OF DEVELOPMENT PERMITS**

Commencement of Development:

- a) A development permit shall lapse after one year from the date of issuance unless development has commenced on the site or a “Development Permit Extension’ (Section 2-37) has been granted;

Additional Reasons:

- b) The Development Permit application contains any misrepresentation;
- c) The fees have not been paid or payment of the fees are returned “NSF”;
- d) Facts have not been disclosed which should have been at the time of consideration of the application for the Development Permit;
- e) The Development Permit was issued in error;
- f) The requirements or conditions of the Development Permit have not been complied with;
- g) The Applicant requests, by way of written notice to the Development Authority, the cancellation of the Development Permit provided that commencement of the use, development or construction has not occurred.

**NOTICE OF SUSPENSION OR CANCELLATION**

In accordance with Section 645 of the Act, if the Development Authority suspends or cancels a Development Permit, the Development Authority must provide notice of the suspension or cancellation of the application by notice, in writing, to the holder of the Development Permit.

**CEASE DEVELOPMENT**

Upon receipt of the written notice of suspension or cancellation, the Applicant must cease all Development and activities to which the Development Permit pertains.

I understand that I may be required to obtain permits pursuant to the *Alberta Safety Codes Act and Provincial Authorities*.

Signature of Applicant

Date

How do you wish to receive your notice of decision?

- Email    Canada Post    Pick up

**THE FOLLOWING AN EXCERPT FROM LAND USE BYLAW 1088 IN REGARDS TO HOME BASED BUSINESSES**

**REGULATIONS FOR HOME BASED BUSINESSES**

**3-63 GENERAL REQUIREMENTS**

- a) Home Based Businesses include Bed and Breakfasts, Home Occupations and Live/Work Units;
- b) Home Based Businesses are restricted to residential Districts;
- c) Persons wishing to operate any Home Based Business from their place of residence must apply for a Development Permit referred to as a "Home Based Business Development Permit";
- d) The Home Based Business shall not, in the opinion of the Development Authority, negatively impact neighbouring Parcels by way of excessive noise or pollution nor generate traffic in excess of that which is characteristic of the District in which it is located;
- e) If, at any time, any of the requirements for Home Based Business outlined herein are not complied with, the Development Authority may suspend or cancel a Development Permit;
- f) A Home Based Business Development Permit does not exempt compliance with health regulations or any other municipal or provincial regulations;
- g) Only one (1) Home Based Business Development Permit shall be issued per residence, unless otherwise deemed appropriate by the Development Authority.

**3-64 HOME BASED BUSINESS DEVELOPMENT PERMIT REQUIREMENTS**

A Development Permit is required for a 'Home Based Business Development Permit'; the application shall include:

- a) A description of the business to be undertaken at the premises;
- b) An indication of the number of business visits per week;
- c) Provision for vehicular parking for visitors and employees;
- d) Where any materials or equipment associated with the business use are to be stored and how they are to be screened.

**3-65 BED & BREAKFASTS**

- a) Shall be contained entirely within the principal Building;
- b) Shall be limited to a maximum of four (4) guest rooms;
- c) One (1) off-street parking stall per guest room shall be required;
- d) A lawn or fence sign is permitted, at the discretion of the Development Authority;
- e) No cooking facilities are permitted in guest rooms.

**3-66 HOME OCCUPATIONS**

- a) Shall be operated within the principal Building or an Accessory Building/Structure at the discretion of the Development Authority;
- b) Shall be operated as a secondary Use only;
- c) The character or external appearance of the principal Building in which a Home Occupation is located shall not be altered;
- d) One (1) non-illuminated sign not greater than 0.3 metres<sup>2</sup> in area, may be placed within or flat against the principal or an Accessory Building/Structure;
- e) One (1) off-street parking stall shall be required;

**Home Occupations in the 'Acreage Residential District' (R-ACR):**

- f) Alterations to the character or external appearance of Buildings may be permitted at the discretion of the Development Authority;
- g) One (1) Freestanding Sign may be permitted at the discretion of the Development Authority;
- h) Outside storage associated with the Home Occupation may be considered at the discretion of the Development Authority, subject to the quantity and quality of materials and/or equipment and suggested screening; and
- i) One (1) single axle, commercially licensed vehicle up to 5,500 kilograms (GVW), may be parked and maintained onsite.

**3-67 LIVE/WORK UNITS**

- a) The businesses operated from a Live/Work Unit are generally limited to Personal Services Retail and other Similar Uses;
- b) Each Live/Work unit shall have individual access at grade;
- c) There shall be no exterior display or advertisement other than an identification plaque or sign, a maximum of 0.3 metres<sup>2</sup> in size placed within the window or flat against the dwelling;
- d) The number of non-resident employees or business partners working on-site shall not exceed two (2) per unit at any one (1) time;
- e) No portion of the Live/Work Unit may be separately rented;
- f) There shall be no outdoor business activity, or outdoor storage of material or equipment associated with the business;
- g) Indoor storage related to the business activity shall be allowed in either the unit or an Accessory Building/Structure; and
- h) Additional on-site parking may be required at the discretion of the Development Authority.

*This personal information is being collected under the authority of the Municipal Government Act, RSA 2000, Chapter M-26, and will be used for administering the affairs of the Town of Hinton and for the provision of services. This information is protected by the privacy provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, Chapter F-25. If you have any questions about the collection of this information, please contact the Town of Hinton FOIP Coordinator at 780-740-8059.*