



PERMIT # \_\_\_\_\_

## Development Permit Application for a Home Occupation

Class: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Type/Description:  
\_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Legal Address: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Tenant  Homeowner Land Use District \_\_\_\_\_

Applications for Home Occupations are subject to the following conditions:

A **Home Occupation – Class 1** means an Accessory Use of a Dwelling Unit by a resident for a small-scale business which is incidental to the principal use as a residence, undetectable from outside the Dwelling Unit; This use does not include Cannabis Retail Sales or Cannabis Production and Distribution.

### **HOME OCCUPATION-CLASS 1 (From Bylaw 2020/19 – Town of Rocky Mountain House Land Use Bylaw)**

3.24.1 Home Occupation – Class 1 shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood.

3.24.2 Home Occupation – Class 1 shall be an incidental and subordinate use to the principal residential use and shall be contained within the principal building.

3.24.3 The operation of a Home Occupation – Class 1 shall not:

- (1) Have outside storage of materials, goods, or equipment on the site;
- (2) Increase the need for parking or result in any traffic generation, electrical interruption, bright light, or any other nuisance which is detectable to normal sensory perception outside the building containing the Home Occupation – Class 1;
- (3) Display any form of advertising related to the Home Occupation – Class 1 on the site;
- (4) Require alterations to the principal building unless the Development Authority

approves the alterations;

(5) Have any employees or business partners working on the site who are not residents of the Dwelling Unit;

(6) Include the direct sale of goods;

(7) Have more than 20% of the gross floor area of the Dwelling Unit or 30.0 m<sup>2</sup> (323.0 ft<sup>2</sup>), whichever is less, devoted to business usage; and

(8) Advertise the address of the Home Occupation to the general public.

**A Home Occupation -Class 2** means an Accessory Use of a Dwelling Unit or private garage by a resident for a small scale business which is incidental to the principal use as a residence. In accordance with the foregoing, Home Occupation – Class 2 uses may include such activities as music lessons, offices and indirect sales, but may not include such uses as medical clinics, veterinary clinics or retail sales; This use does not include Cannabis Retail Sales or Cannabis Production and Distribution

**HOME OCCUPATION – CLASS 2 (From Bylaw 2020/19 – Town of Rocky Mountain House Land Use Bylaw)**

3.25.1 Home Occupation – Class 2 shall not be permitted if, in the opinion of the Development Authority, it would be more appropriately located in a Commercial or Industrial District.

3.25.2 Home Occupation – Class 2 require a development permit and shall be operated only by a resident of the Dwelling Unit.

3.25.3 A development permit may be revoked at any time if, in the opinion of the Development Authority, the operator of a Home Occupation – Class 2 has violated any provisions of this Bylaw or the conditions of a development permit.

3.25.4 Home Occupation – Class 2 may be considered by the Development Authority within a private garage provided that at least 50% of the floor area of the garage is available at all times for the parking of motor vehicles and the proposed use does not interfere with the provision of the Bylaw parking requirement.

3.25.5 Only residents of the Dwelling Unit and up to two (2) non-resident employees or business partners may be employed on site by the Home Occupation – Class 2. In addition to the parking spaces required for the dwelling, one (1) additional onsite parking space shall be provided for each non-resident employee or business partner.

3.25.6 Home Occupation – Class 2 shall not be permitted on the same site as a Bed and Breakfast.

3.25.7 Home Occupation - Class 2 shall erect exterior fascia signage no larger than 12 by 12 inches (30 cm by 30 cm) that reads “No idling of vehicles over 5 minutes permitted” if the Home Occupation – Class 2 has customers that attend the residence of the Home Occupation – Class 2 by appointment.

3.25.8 Home Occupation – Class 2 are limited to one per Dwelling Unit and shall not:

(1) Create a nuisance which is detectable to normal sensory perception outside the building containing the Home Occupation – Class 2 or beyond the parcel boundaries;

(2) Display any form of advertising related to the Home Occupation – Class 2 on the site except in accordance with this Bylaw;

- (3) Require alterations to the principal building unless the Development Authority approves the alterations;
- (4) Include the direct sale of goods which are not produced on the premises;
- (5) Have more than one commercial motor vehicle associated with the business parked on-site or in the vicinity of the site at any time;
- (6) Have more than 20% of the gross floor area of the Dwelling Unit or 30.0 m<sup>2</sup> (323 ft<sup>2</sup>) whichever is less, devoted to business usage;
- (7) Have exterior signage, display, or advertising other than a business identification plaque or sign having maximum dimensions of 10 by 12 inches (25 by 30 cm) located within the window of the building or, at the discretion of the Development Authority, on the building;
- (8) Advertise the address of the Home Occupation – Class 2 to the general public except in accordance with subsection 7 above; and
- (9) Have outside storage of material, goods, or equipment on the site.

**I certify that I will abide by all conditions after I have received my Home Occupation License, knowing that failure to do so will result in cancellation of the associated business license.**

**Details of Business: examples: what will you be doing, number of employees, hours of operations, etc. Attach a sketch drawn to scale of the space being used for the business area.**

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Signature of Applicant: \_\_\_\_\_

**Class:** \_\_\_\_\_

*For the development officer to complete.*

Signature of Development Officer: \_\_\_\_\_

**THIS PERSONAL INFORMATION IS BEING COLLECTED UNDER SECTION 3 OF THE MUNICIPAL GOVERNMENT ACT AND IN ACCORDANCE WITH SECTION 33 OF THE FREEDOM OF INFORMATION AND PRIVACY ACT AND WILL BE USED FOR DEVELOPMENT CONTROL RELATING TO LAND USE AND SUBDIVISION. IF YOU HAVE ANY QUESTIONS ABOUT THE COLLECTION, CONTACT DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT, BOX 1509, 5116 – 50 AVENUE, ROCKY MOUNTAIN HOUSE, AB T4T 1B2, PHONE: 403-847-5260 OR FAX 403-845-1835.**



**TOWN OF ROCKY MOUNTAIN HOUSE  
FLOOR PLAN DRAWING FORM - DEVELOPMENT PERMIT  
HOME-BASED BUSINESS**



*Draw your floor plan here.*

**On your site plan drawing please include details such as:**

- The street in front of your home.
- Where the business will be in your home.
- Size of the room or work area for the home based business (square metres or square feet).
- Square footage of the home.

Please use a ruler for your site plan drawing.