



CITY OF CAMROSE

HOME OCCUPATION

DEVELOPMENT PERMIT APPLICATION

Date Permit # Permit Fee G.L. Code 1.1.6100.0306 Receipt # Roll # Zoning:

Applicant: Mailing Address: Contact Info: Phone: Fax: Cell: Contact Email: Registered Owner: Project Address: Land Description: Lot: Block: Plan: Business Name:

QUESTIONNAIRE:

- 1. You are applying for: Home Office Home Occupation Business License
2. Describe the nature/type of business proposed:
3. Would the business have employees(s) working in the residence that do not live in the residence?
4. Type of Dwelling? Single Family Duplex Apartment Townhouse Other:
5. Would you have clients or customers coming to your residence?
6. Would you use a vehicle or machinery in the operation of the business?

APPLICANT SIGNATURE DATE

APPROVED REFUSED

DEVELOPMENT OFFICER: DATE:

Should you wish to appeal any or all of the conditions as noted, you may do so by completing a "Notice of Appeal" form and return it to the Secretary of the City of Camrose Development Appeal Board with the applicable fee of \$200.00 within 21 days of the date of notification of the decision; or the issuance of the development permit.

The information contained on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act and shall only be used for the purpose for which it was collected.

**TO BE COMPLETED BY PLANNING AND DEVELOPMENT STAFF**  
**DEVELOPMENT PERMIT HOME OCCUPATION AND HOME OFFICE PERMIT CHECKLIST:**

- Permit Fee**
- Owner Authorization (if applicable)**
- Parking Plan**

Reference the following sections for variance requests:

- **9.17 Home Occupation (page 69)**
- **9.18 Home Office (page 70)**

**9.17 Home Occupations**

- 9.17.1** A Development Permit shall be required for any new Home Occupation from the date of passing of this Bylaw.
- 9.17.2** A Home Occupation shall require a business licence from the City.
- 9.17.3** A Development Permit for a Home Occupation is only valid as long as the Home Occupation has a valid business licence.
- 9.17.4** A Home Occupation shall be considered an accessory use to a principal dwelling.
- 9.17.5** A maximum of one (1) Home Office or Home Occupation is permitted per lot in conjunction with a principal dwelling.
- 9.17.6** A Home Occupation:
- (a) May not occupy more than 25% of the gross floor area of the principal building;
  - (b) May use accessory buildings for business activities, provided the accessory buildings meet the requirements of the district and Subsections 9.2 and 9.3;
  - (c) Shall maintain the residential character of land, buildings or structures;
  - (d) Shall not produce offensive noise, vibration, smoke, dust, odours, heat, glare, electrical or radio disturbance;
  - (e) Shall not adversely affect the privacy and enjoyment of adjacent dwellings or the amenities of the neighbourhood;
  - (f) Shall not permit Outside Storage unless it is screened to the satisfaction of the Development Authority;
  - (g) Shall have a maximum of three (3) employees on site at any one time, of which only one (1) may be a non-resident; and
  - (h) Shall have a maximum of six (6) persons, including employees and clients, on site at any one time.
- 9.17.7** It is the responsibility of the business operator to obtain any other approvals or licences that may be required by other legislation and regulations.
- 9.17.8** Automotive Services shall only be considered a Home Occupation if all activities are fully contained within a building and no more than one (1) vehicle is on site for service at any time.
- 9.17.9** Signage for a Home Occupation shall not exceed 0.3 m<sup>2</sup> and shall be placed inside a window or flat on a building, so as to not project into any yards.
- 9.17.10** Not more than one (1) commercial vehicle with one (1) accessory trailer (gross vehicle weight not exceeding 4,500 kgs), shall be used in conjunction with any Home Occupation.
- 9.17.11** If, at any time, any of the requirements for Home Occupations have not been complied with the Development Authority may suspend or cancel the Development Permit.
- 9.17.12** Off-street parking shall be in accordance with Section 10.0 of this Bylaw. Parking for all commercial vehicles associated with a Home Occupation must be provided on the lot upon which the Home Occupation is located.

**9.18 Home Offices**

- 9.18.1** A Home Office shall be considered an accessory use to a principal dwelling and shall not require a Development Permit provided that it:
- (a) is located entirely within the principal dwelling
  - (b) may not occupy more than 25% of the gross floor area of the principal dwelling;
  - (c) shall maintain the residential character of the land, buildings or structures;
  - (d) shall not produce offensive noise, vibration, smoke, dust, odours, heat, glare electrical or radio disturbances;
  - (e) shall not adversely affect the privacy and enjoyment of adjacent dwellings or the amenities of the neighbourhood;
  - (f) does not involve any business associated visits;
  - (g) does not employ any non-resident persons within the dwelling; and
  - (h) does not include any signage or advertisement on the exterior of the dwelling.
- Uses that do not meet the above criteria shall be considered a Home Occupation and shall require a Development Permit.
- 9.18.2** A maximum of one (1) Home Office or Home Occupation is permitted per lot in conjunction with a principal dwelling.
- 9.18.3** A Home Office shall require a business licence from the City.