



# ACCESSORY HOME OCCUPATION Permit Application Checklist

Address of Property: \_\_\_\_\_

Proposed Name of Business: \_\_\_\_\_

When applying for a new Home Occupation permit, please ensure that you submit the following:

**Development Permit Application Form (Attached)**

Signatures of the applicant and the registered landowner on Title (a letter of consent from the landowner is also acceptable) are to be provided. If the Home occupation will be located in a condominium unit or rental unit, written authorization from the Condominium Board or the Property Owner is to be included.

**Type of Application:**

**Home Business:** means the accessory use of a principal dwelling, or a combination of a principal dwelling unit and an accessory building, in a residential neighbourhood to operate business or office uses.

**Home Office:** means an accessory use located within a dwelling unit for the purpose of a business which: does not require business associated visits; does not have any non-residential persons employed within the dwelling; is not detectable from outside the dwelling; does not extend the business activity to the garage or outside yard; and does not require the parking of commercial vehicles.

**Day Home:** means an accessory use that may be licensed by the Province, in a dwelling unit that is intended to provide temporary care, educational services and supervision for children, by an individual other than the child's parent or guardian, but does not include Assisted Living Facilities.

-----  
**Advisements:**

- Any vehicle weighing in excess of 4000kg (3.9 tonnes), except recreational vehicles, is not permitted in a Residential Land Use District, for longer than is reasonable necessary to load or unload such a vehicle.
- On-street parking for business related vehicles is prohibited within residential land use districts except where required from time to time for business related appointments conducted away from the business residence.
- Depending on the nature of your business, Alberta Health Services approval may be required.
- A Business Licence is necessary upon Development Permit approval and prior to operation. A Business licence can be applied for concurrently with this development permit application.
- Fees are to be paid at time of application.

If you have any question regarding the application process or completing the forms, please contact Planning & Development Services at 780 992 6198 or [fortplanning@fortsask.ca](mailto:fortplanning@fortsask.ca). If you have any questions regarding the building permit process or the Alberta Building Code regulations, please contact the Building Inspector at 780 992 6690.

***Incomplete submissions will not be processed***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Land Use Bylaw C10-13

## Office Consolidation 2018

### Home Business

14.32.1 A home business shall:

- (a) Generate only pedestrian or vehicular traffic or parking which, in the opinion of the Development Authority, is characteristic of the Land Use District in which it is located;
- (b) Not be a cause of inconvenience to adjacent landowners or tenants;
- (c) Not employ more than one non-resident employee or business partner working on-site at any one time;
- (d) Not involve outside storage of material, equipment or products nor shall the business be conducted on the lot outside the dwelling unit or accessory building;
- (e) Ensure that all goods sold are made and/or the services permitted are provided within the dwelling unit or accessory building;
- (f) Have signs only in accordance with Part 12 – Signs of this Bylaw;
- (g) Not use mechanical or electrical equipment that creates external noise, or visible and audible interference with home electronics equipment in adjacent dwellings;
- (h) Require separate Development Permits and Alberta Building Code approvals where alterations to the dwelling or accessory building associated with a home business are required; and
- (i) Involve no maintenance or repairs to vehicles or equipment which occur on-site (indoors or outdoors).

4.32.2 The Development Authority may impose such conditions on the approval of an application as, within their opinion, are necessary to ensure that home businesses permit residents of the community a broad choice in the use of their homes as a place of livelihood and supplemental income while protecting residential areas from potential adverse impacts

### 4.33 Home Office

124.33.1 As determined by the Development Authority, home office shall:

- (a) Not be a cause of inconvenience to adjacent landowners or tenants;
- (b) Not employ any person on-site other than a resident of the dwelling;
- (c) Not have outside storage of material, equipment or products;
- (d) Not extend the business activity to the garage, accessory buildings or outside yard;
- (e) Not be detectable from outside the dwelling;
- (f) Have signs only in accordance with Part 12 – Signs of this Bylaw;
- (g) Require separate Development Permits and Alberta Building Code approvals where alterations to the dwelling or accessory building associated with a home office are required;
- (h) Not involve any business associated visits; and
- (i) Not involve any parking of commercial vehicles.

4.33.2 The Development Authority may impose such conditions on the approval of an application as, within their opinion, are necessary to ensure that home offices permit residents of the community a broad choice in the use of their homes as a place of livelihood and supplemental income while protecting residential areas from potential adverse impacts.

### Day Homes

Day Homes are licensed by the Province and shall follow the regulations of the Province.



CITY OF  
FORT SASKATCHEWAN

# DEVELOPMENT PERMIT APPLICATION

Accessory Home Occupation

Planning & Development, 10005 102 Street  
Fort Saskatchewan, AB T8L 2C5  
780.992.6198 fortplanning@fortsask.ca

## OFFICE USE ONLY

Application Number: PL \_\_\_\_\_ Land Use District: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Tax Roll: \_\_\_\_\_

**Please Print All Information Clearly - All Fields Required**

## Business Location

Street Address: \_\_\_\_\_

## Applicant and Property Owner Information

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Name: \_\_\_\_\_

I consent to receive notification of my development permit approval at the email provided above.

Applicant is the Owner:

*Fill out only if different from Applicant:*

Written Consent of Owner Required

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

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

## Proposed Business (Check Applicable Boxes)

Describe Your Business: \_\_\_\_\_

Would the business have employee(s) working in this residence that do not live in your residence?

No  Yes, if so how many?: \_\_\_\_\_

Type of House:  Single Family  Duplex  Townhouse  Apartment

Days of Operation: M T W Th F Sa Su

Between what hours of the day will your business operate?: \_\_\_\_\_

Community Standards Bylaw(C16-12): 7am - 10pm Weekdays & 9am- 10pm Saturday, Sunday & Stat.Holidays

Client or Customer Visits to Residence?

No  Yes, if so how often? \_\_\_\_\_/day

Vehicle or Machinery Used for Business Operation?  No  Yes, if so list: \_\_\_\_\_

Stored Where?: \_\_\_\_\_

Delivery of Goods/Materials Used for Business Operation?

No  Yes, if so describe type: \_\_\_\_\_

How often? \_\_\_\_\_/day \_\_\_\_\_/week \_\_\_\_\_/month

Which Days of the Week?  All  Weekdays  Weekends

Where do you store your Goods, Materials or Tools Used for Business Operation?

Inside House  Inside Garage  Off-Site: \_\_\_\_\_

Describe type of Good, Materials or Tools: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**Continued on Back**

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

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Owner (*if not the applicant*)

\_\_\_\_\_  
Date

**IMPORTANT NOTICE:** This Application does not permit you to commence any development until such time as the Development Authority has issued a Development Permit. If a decision has not been issued within 40 days of the date of this Application being deemed complete, the applicant may file an appeal to the Subdivision and Development Appeal Board (SDAB).

**OFFICE USE ONLY**

- Home Office
- Home Business
- Dayhome

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

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

Base Fee: \_\_\_\_\_

The personal information provided as part of this application is collected under the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used in relation to this Development Permit and the City of Fort Saskatchewan Land Use Bylaw to process the Application and may be used for statistical data. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collect or use of the personal information, please contact The City of Fort Saskatchewan at 780-992-6200.