

Required Documents:

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted electronically along with the signed and completed application form.**

- Completed Development Permit Application Form
- A copy of this requirement list showing confirmation of the documents submitted by checking the box next to each requirement
- Application fee (**Note:** you will receive a notice for payment from Planning, once your application has been processed by the Permit Clerk)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed business (**Note:** This is not required if the property owner has signed the application form).
- Completed Home Occupation questionnaire
- Floor Plan showing the dimensions (in square meters) of the room the business will be operating in
- Location of parking stalls for business and visitors

Once your Home Occupation Development Permit has been approved, you will be required to apply for a Town of Canmore Home Occupation Business License. For information on how to obtain a business license, please visit www.canmore.ca/business-license



DEVELOPMENT PERMIT REQUIREMENTS

New Home Occupation

HOME OCCUPATION QUESTIONNAIRE

BUSINESS INFORMATION
COMPANY NAME
DESCRIBE THE BUSINESS and SERVICES PROVIDED: (additional information can be attached with your submission if required)
WHERE WILL THE HOME OCCUPATION BE OPERATED WITHIN THE DWELLING UNIT?
WHAT ARE THE PROPOSED HOURS OF OPERATION?
IF WORK IS NOT DONE AT THE PREMISES, WHERE ELSE WILL IT TAKE PLACE?
EMPLOYEES
ARE THERE ANY EMPLOYEES OF THE BUSINESS WHO ARE NOT MEMBERS OF THE FAMILY OR BONA FIDE OCCUPANTS OF THE DWELLING?
YES NO
IF YES, HOW MANY?
IS VEHICLE PARKING FOR EMPLOYEES PROVIDED ON SITE?
BUSINESS VEHICLES
HOW MANY VEHICLES ARE INVOLVED WITH THE BUSINESS?
A MAXIMUM OF ONE VEHICLE PER BUSINESS IS ALLOWED AT THE RESIDENCE. IF YOU HAVE MORE THAN ONE, WHERE ARE THEY PARKED?
DELIVERIES
WILL THERE BE ANY COMMERCIAL DELIVERIES TO THE SITE?
YES NO

BUSINESS EQUIPMENT, MERCHANDISE AND STORAGE

WHAT OTHER EQUIPMENT, TRAILERS, OR MATERIALS ARE REQUIRED FOR THE BUSINESS?

WHERE ARE THEY STORED? (i.e. in the garage, outside, at a storage site etc.)

WILL THERE BE ANY MERCHANDISE, GOODS OR PRODUCTS KEPT ON THE PREMISES?

YES NO

IF YES, DESCRIBE HOW ITEMS ARE SOLD AND/OR DISTRIBUTED.

WHERE IS IT STORED? (include a picture of where any materials are stored outside)

WILL THERE BE ANY FLAMMABLE, OR HAZARDOUS MATERIALS ON THE PREMISES AS A RESULT OF THE BUSINESS?
(solvents, paint thinners, special cleaners, etc)

YES NO

IF YES, WHAT IS THE MATERIAL, HOW MUCH IS BEING KEPT AT THE PREMISES, AND WHERE IS IT STORED?

ARE ANY PERMITS REQUIRED FOR THEIR STORAGE OR USE? If yes, provide a copy of the permit.

YES NO

ADDITIONAL INFORMATION

WILL THERE BE ANY CLIENTS (excluding service technicians) COMING TO THE HOME?

YES NO

IF YES, HOW MANY AND WHAT TIME OF THE DAY WILL THEY BE COMING?

IS ANY ONSITE PARKING PROVIDED?

ARE THERE ANY OTHER HOME OCCUPATIONS OPERATING FROM THIS LOCATION?

YES NO

IF YES, PROVIDE THEIR NAMES AND DESCRIBE THE NATURE OF THE BUSINESSES