



HOME OCCUPATION APPLICATION

The following information is extracted from the Town of Whitecourt Land Use Bylaw 1506. This information is not certified as correct and the Bylaw should be consulted for detailed information.

Each business that operates from a residence within Whitecourt must have a development permit for each location. The development permit is a document that provides written authorization to use a particular property for a particular use. As well, you may be required to obtain approval from the other provincial agencies such as Alberta Health, Alberta Labour, or Alberta Consumer and Corporate Affairs.

Under the Bylaw, a Home Occupation (business operated within a residence) is a discretionary use requiring approval of the Municipal Planning Commission (MPC). An excerpt from the Land Use Bylaw is attached. The Municipal Planning Commission may apply additional conditions as may be required.

- A development permit application form must be completed for all Home Occupations. The type of business that is to be conducted from your home must be briefly described under "Development Proposed", specifying retail, wholesale, manufacturing or services uses.
- Please complete the attached questionnaire.
- If you are not the owner of the residence, or if you reside in a manufactured home park or apartment, a letter from the registered owner or property manager will be required, giving you authorization to use the residence for the stated business purposes.
- You will be notified of the date, time, and place of the Municipal Planning Commission meeting. You are urged to attend the meeting so that you may answer any questions that may arise.
- Upon approval of your development permit, the decision will be posted for 21 days to allow nearby property owners the opportunity to comment about your proposed home occupation. If no appeals are received (objections) during the posting period, you will be allowed to begin your operation subject to any conditions stipulated by the MPC at the time of approval. If an appeal (negative comment) is received during the posting period or if the application is refused by the MPC, the matter can be appealed to the Subdivision and Development Appeal Board (SDAB), either by the applicant upon the MPC's refusal or by a person who feels they are affected by the proposed home occupation, during the posting period.



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- You will be advised of the Commission's decision by letter or email.
- Development Permits are **NOT TRANSFERABLE TO ANOTHER ADDRESS**.
- Further information regarding home occupation permits can be obtained by calling the Town Office at 780-778-2273 or visiting the Town's website at www.whitecourt.ca.

CHECKLIST

- ✓ Submit the development permit application form and attached questionnaire with the necessary fees.
- ✓ If you are not the owner of your residence, or if you reside in a manufactured home park or apartment, submit a letter of authorization from the property owner or property manager to use the property for business purposes.
- ✓ Attend the MPC meeting to speak for your proposal.



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SECTION 7-7 HOME OCCUPATIONS

1. Home occupations that improve or do not affect the residential aspects of a community may be allowed. The following regulations and any additional requirements set by the Municipal Planning Commission shall establish the limits of nuisance which a home occupation may impose on a neighbourhood:
 - a) **Traffic** - A home occupation may generate a maximum of four vehicle movements per hour, to a maximum of 16 per day, and a maximum of 80 per week. The home occupation traffic may use the laneway (if available) for up to 25% of vehicle movements.
 - b) **Vehicle** – Up to one commercial vehicle used in association with a home occupation may be parked or stored on site. Such vehicle shall not contain hazardous materials or conflict with the Traffic Bylaw.
 - c) **Storage** – Any storage of materials or goods related to the operation of the home based business must be located within the principal dwelling and/or accessory building(s). No outdoor storage is permitted.
 - d) **Hazardous Materials** - Hazardous materials used in the home occupation shall be used, labeled, stored and disposed of in accordance with the Workplace Hazardous Materials Information System program. The Whitecourt Fire Chief or his agent may review the storage of hazardous materials and ensure community safety as well as the safety of the occupant(s) and staff is maintained. Any area used for a home occupation shall be equipped with a smoke detector and a fire extinguisher as may be required by the Whitecourt Fire Department. Smoke, fumes, flames or intense light resulting from the home occupation shall not be detectable from beyond the property boundary.
 - e) **Waste** - Any solid waste of a non-residential or household nature shall be removed to the Waste Transfer Station or site as designated by the Town. Liquid wastes generated by a home occupation shall be disposed of in a manner approved by the Town of Whitecourt.
 - f) **Advertising** - The site of a home occupation may be identified by a non-illuminated sign attached to the principal building with a maximum area of 0.3m².
 - g) **Employment** - All residents of a home may be employed in a home occupation, with no more than one non-resident on-site employee. Other employees are permitted as long as they do not attend the site.



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- h) **Areas of Use** - A home occupation may occupy up to 20% of a residence, and 25m² of any accessory building, not including the storage of one vehicle. All activities and storage relating to the home occupation shall take place within buildings on the site, and out of view of abutting properties. Buildings, renovations, or installations shall conform to standards required of commercial properties, including engineering certification where required. Relaxations of Bylaw standards to accommodate home occupations will not be considered.
- i) **Noise** - Sound levels resulting from a home occupation shall be in accordance with the limits set by provincial or municipal regulations.



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A. EXPLANATION

Please write a brief explanation describing the nature and operation of your business (i.e. what goods do you sell, what service do you provide).

B. STORAGE OF MATERIALS/EQUIPMENT/CHEMICALS

1. Are materials and/or equipment (hand tools or large equipment) used in the operation of your business? Yes _____ No _____

2. If yes, are these materials and/or equipment stored at your residence?

Yes _____ No _____

3. If yes, please indicate:

a) What kind they are: _____

b) Where they are stored: _____

c) How much is stored: _____

d) How long they are stored for: _____

4. Are hazardous materials and/or chemicals used in the operation of your business?

Yes _____ No _____

5. If yes, do any materials or chemicals you may be using in your business have Material Safety Data Sheets (MSDS)? Yes* _____ No _____

**If yes, please provide copies of the MSDS sheets with your application.*



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6. What volume or quantity of hazardous materials and or chemicals will be on site?

7. How and where will the hazardous materials and or chemicals be stored on site?
(Provide a drawing/illustration, if applicable, as a separate sheet attached to this application.) _____

C. OFF RESIDENCE JOB SITE

1. Does your business involve providing goods or services at a job site(s) away from your residence (example: carpet cleaning, home renovations).

Yes _____ No _____

2. If yes, are materials delivered directly to the job site?

Yes _____ No _____

3. If no, where are they delivered first? _____

D. VEHICLES

1. Do you use a vehicle(s) in the operation of your business?

Yes _____ No _____

2. If yes, what kind of vehicle(s) and where is it (they) parked? _____

3. If the vehicle used is a truck, how much does it weigh? _____



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E. CLIENTS AND CUSTOMERS

1. Do you have clients or customers coming to your residence?
Yes _____ No _____
2. If yes, on what days or during which hours do they come to your residence?

3. How many clients or customers come to your residence during an average week)? _____
4. How many clients or customers would be at your residence at one time?

5. While at your residence, where do your clients or customers park? _____

F. ADVERTISING

1. How do you advertise your business? _____

G. EMPLOYEES

1. Are you the sole employee of the business? Yes _____ No _____
2. If no, do any other employees of the business work at your residence?
Yes ____ No ____
3. If yes, how many employees work at your residence? _____



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Using a ruler, please draw a floor plan on the bottom of this paper indicating what area of your home will be used for business. Please indicate room dimensions, areas, and the placement of furniture, materials, supplies, or equipment to be used in the operation of your business.

A large, empty rectangular box with a thin black border, intended for the applicant to draw a floor plan of their home. The box occupies most of the lower half of the page.