



Development Permit # _____

Application Date: _____

APPLICATION FOR HOME BASED BUSINESS PERMIT

1. GENERAL INFORMATION:

(Please complete contact information on the second page)

Landowner: _____

Applicant: _____

2. PROPERTY:

Address to be

Developed: _____

Legal Description: Lot _____ Block _____ Plan _____ or, _____ - _____ - _____ - _____ - W5

Land Use District _____ Roll # _____ Qtr. Sec. Twp. Rge. Mer

3. HOME BASED BUSINESS TYPE (circle one): A B C D E

(See descriptions of each Type of HBB on the last page.)

Please include a description of your proposed home based business:

4. FEES, ETC.:

Application Fee	\$ _____
Other (_____)	\$ _____
Total	\$ _____

Note: Only the application fees are payable at time of application.

Should you have any questions about your permit, we would be happy to assist you.

CONTACT INFORMATION

Applicant: _____

Mailing Address: _____

Town/City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Cell/Alternate: _____

Email: _____

(If Different Than Above)

Landowner: _____

Mailing Address: _____

Town/City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Cell/Alternate: _____

Email: _____

The personal information is being collected under the authority of the Municipal Government Act M-26 and will be used for administering the affairs of the Town of Slave Lake and provision of services. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Town of Slave Lake FOIP Coordinator.

- I hereby acknowledge and understand that a Development Permit comes into effect 21 days after the date of decision of the Development Authority.
- The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Authority may appeal to the Subdivision and Development Appeal Board within 21 days of the date of decision.
- I hereby agree that, should I not appeal the conditions of the approval of the DEVELOPMENT AUTHORITY within 21 days from the date of the decision, I will undertake to perform, fulfill and abide by all conditions of the Development Permit.
- I understand that I may be required to obtain permits pursuant to the Alberta Safety Codes Act.

Name of Applicant (Please Print in Block Letters)

Signature of Applicant

Date

Name of Landowner (Please Print in Block Letters)

Signature of Landowner

Date

5. CONSENT TO ELECTRONIC NOTIFICATION:

I consent to receive documents from the Planning Department by electronic means and have provided the following e-mail address to be used by the Town for that purpose.

E-mail address to be used: _____

Landowner's Name (printed) Landowner's Signature Date

Applicant's Name (printed) Applicant's Signature Date

6. RIGHT OF ENTRY:

RIGHT OF ENTRY BY AN AUTHORIZED PERSON OF THE TOWN OF SLAVE LAKE FOR THE PURPOSES OF SITE INSPECTIONS OF THE LAND AFFECTED BY A PROPOSED DEVELOPMENT PERMIT APPLICATION.

I DO OR I DO NOT

GIVE CONSENT FOR AN AUTHORIZED PERSON(S) OF THE TOWN OF SLAVE LAKE TO ENTER UPON THE LAND THAT IS SUBJECT TO A DEVELOPMENT PERMIT APPLICATION FOR THE PURPOSES OF MAKING A SITE INSPECTION IN ORDER TO:

- **PRE-DEVELOPMENT INSPECTION(S)** EVALUATE THE SITE WITH THE PROPOSED DEVELOPMENT
- **LOT GRADING INSPECTION(S)** EVALUATE THE LOT GRADING ON SITE
- **FINAL DEVELOPMENT COMPLETION INSPECTION(S)** CONFIRM ALL CONDITIONS OF THE DEVELOPMENT PERMIT HAVE BEEN MET.

All inspections will be conducted during regular business hours i.e. Monday to Friday from 8:00 am to 4:30 pm. You are not required to be present during these inspections however you may be present if you so choose. The Planning Department will not be entering into any structures at any time and will not be conducting inspections for any other reason(s) than those specified above. **However, if this application is for an Apartment, a Secondary Suite, a Security Suite or a Bunkhouse the Planning Department will conduct an inspection of the interior of these developments.**

Please be advised that if consent is given, the Planning Department will not provide further notice before conducting these inspections.

SUBJECT LAND: _____
(CIVIC ADDRESS)

Landowner's Name (printed) Landowner's Signature Date

7. HOME BASED BUSINESS CHECKLIST

- Business Name _____
- Describe your Business _____
- What Equipment do you use in your business? _____
- Is there heavy equipment utilized in your business i.e. skid steer, fork lift, etc.? _____
- Where do you perform your business or sell your product? _____
- What part of your home do you use for your business? _____
- What type of home will you be operating from? _____
- Where is business material kept? _____
- How often, per day, do people come to your home regarding your business? _____
- What type/size of vehicle may be involved in your business? _____
- Where is the vehicle parked? _____
- How many on-site parking stalls do you have? _____
- Do you use a garage or shed for your business? _____
- Are there any employees involved in the business? _____ If so, how many? _____
- Hours and Days of operation? _____
- Are there any other Home Based Businesses operating on your property? Y / N If Yes, please describe these businesses _____
- Is there a Secondary Suite located in your home? Y / N
- Do you rent rooms in your home? Y / N If yes, how many vehicles are associated with the rented rooms _____

HOME BASED BUSINESS TYPES AND DEFINITIONS

Type A – Home Craft/Child Care ~ means home crafts for gain or support as a direct result of the extension of a hobby or child care services not exceeding five (5) children at any given time conducted within the dwelling at their private residence. A Home craft may involve direct client contact, by only to a minor extent, and requires no additional employees. Home crafts may include but are not limited to sewing, tailoring and similar domestic crafts, handicrafts, hobbies, music instruction, and tutoring. **No Development Permit Application or fee is required.**

Type B – Direct Sales ~ means a home based business operated by a person who carries on the business of selling or offering for sale goods or services or both, or entering into agreements for the sale of goods or services or both, for delivery or performance at a future date, the salesperson offers for sale, solicits, negotiates to concludes the sale of agreement in person at a location other than at the seller's residence. **No Development Permit Application or fee is required.**

Type C – Professional Services ~ means a small-scale business or professional office operated in a home by a person who occupies the dwelling as a residence. A home office is limited to a desk, a telephone and related equipment, does not engage in the warehousing or sale of goods, and requires no additional employees. A home office may include but is not limited to offices of accountants, contractors, lawyers, bookkeepers, and architects. If your business will have employees or clients coming to your home see Type E. **Development Permit Application and \$100.00 fee required.**

Type D – Bed & Breakfast ~ means a dwelling in which no more than four units (without cooking facilities) which are made available for the temporary accommodation of the travelling or vacationing public. The number of approved units will depend on the availability of on-site parking. The bed & breakfast shall be operated by a person who occupies the dwelling as a private residence. **Development Permit Application and \$200.00 fee required.**

Type E – Other ~ means a home-based business, excluding the above noted, operated in the home and may be extended to an accessory residential building provided that the minimum on-site parking requirements are met. The business may involve clients and/or client groups coming to the home. The number of non-resident employees working on-site shall not exceed two at any given time. **Development Permit Application and \$200.00 fee required.**