



HOME BASED BUSINESS DEVELOPMENT PERMIT APPLICATION

(To be attached to Development Permit Application - Form A)

Note: Use this form where the business is an incidental and subordinate use to the principal residential use as per the Saddle Hills County Land Use Bylaw.

APPLICANT INTEREST IN PROPERTY, IF NOT OWNER:

TENANT

OTHER _____

“TELL US ABOUT YOUR BUSINESS”

A. What type of business do you have? (be specific)

B. Will there be any materials or equipment visibly stored outside of your dwelling that will be used in conjunction with your business? (Siding, lumber, welding supplies, equipment etc.)

Yes, proceed to question #C

No, there will not be any outside storage of any sort outside of the home (go to question D)

C. a) What type of materials may be visible from the outside of your dwelling?

_____ **b) Are all materials directly related to the operation?** Yes No (explain) _____

D. Where does the main portion of your business take place?

Wholly within the property, no outside or off-site work conducted.

Dimensions of yardsite area to be used for business _____

Size of separate building _____

(Indicate in site plan the location of yardsite area to be used for business activities)

NOTE: Maximum area not to exceed five (5) acres

Other _____

E. How many square feet of your building (including garage and all storage space for business) will be devoted to your business?

100-200

200-400

400-600

600-1000

Over 1000 sq ft

F. Will there be any alterations done to your existing building or site to accommodate business functions? (explain)

Yes

No

PD03 - FORM A-2

G. What type of vehicle / machinery would you normally use to operate your business.

- Passenger car / van
- Pick-up truck (size ½ Ton ¾ Ton 1 Ton Other _____)
- Machinery (type & no.): _____ Loader(s), _____ Grader(s), _____ Backhoe(s) / Other _____

H. How do you interact and/or do business with your clients or customers?

- Clients/Customers will come to my property. (If so, proceed to question I)
- Clients or Customers are only contacted by: Phone Fax Mail E-mail and there will not be any customers/clients coming to my residence. (Please proceed to question J)

I. How often do you anticipate that there will be a client(s) or customer(s) coming to your property on an average business day?

- 0-5 persons/day
- 6-10 persons/day
- 11-15 persons/day
- more than 15 persons/day

J. If there will be heavy truck traffic hauling to or from your business, indicate:

- a) Type of vehicles _____
- b) Number of trucks (on average) _____ per day / per week / per month (circle one)
- c) Maximum daily truck traffic _____

K. How many employees do you expect on site?

WHAT YOU NEED TO APPLY:

- Home-Based Business Development Permit Application (Form A and Form A-2)
- Site Plan (include property lines, yard site, buildings, parking, treed areas, approaches, access, etc.)
- Development Permit Fee

NOTE: If signs are proposed, please also complete Form A-1.

FOR ADMINISTRATIVE USE	
APPLICATION NO.:	
MINOR HOME BASED BUSINESS	<input type="checkbox"/>
MAJOR HOME BASED BUSINESS	<input type="checkbox"/>

Notice of Collection

Protection of Privacy - **The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose applying for a Development Permit. Direct any questions about this collection to: FOIP Coordinator, Saddle Hills County Complex, RR1, Spirit River, AB, TOH 3G0. Phone: 780-864-3760. Email: foip@saddlehills.ab.ca**