



## Home Business Occupations

## Permit & Licence Process

### What Permit do I need to have a Home Occupation in Crowsnest Pass?

A proposal for a Home Occupation – Class 1 does not require a Development Permit, provided it fits within the following parameters:

- the use involves phone and office only,
- the use involves no outdoor storage,
- there is no display of goods on the interior of the residence,
- all sales or customer visits occur off the premises,
- there is no sign proposed,
- the use complies with the general standards found in Schedule 8 of the Land Use Bylaw

The Municipal Planning Commission (MPC) is to decide upon all applications that exceed any one or more of the above parameters. A Home Occupation – Class 2 may be approved provided that:

- there is a limited volume of on-premises sales,
- the proposed storage is not exposed to public view,
- there is a limited display proposed for the inside of the building,
- an interior or exterior sign may be proposed,
- the use complies with the general standards found in Schedule 8 of the Land Use Bylaw

Where any doubt arises in determining the classification, a development permit application may be required.

\* A Business Licence is required for all Home Occupations in Crowsnest Pass. This must be applied for separately, please refer leaflet on Business Licences.

### Regulations for a Home Occupation

1. No person other than the occupant's immediate family and one paid assistant shall be engaged in such occupations on the premises.
2. The use shall not involve the display or storage of goods or equipment upon or inside the premises such that these items are exposed to public view from the exterior.
3. No variation in the residential character and appearance of the dwelling, ancillary residential building, or land shall be permitted.
4. One identification sign may be attached to the building but shall not exceed 0.4 m<sup>2</sup> (4 ft<sup>2</sup>) in area unless

authorized by the MPC, and shall be in accordance with Section 15 of Schedule 11 of this Land Use Bylaw.

5. The use shall not generate more vehicular or pedestrian traffic and vehicular parking than normal within the district.
6. No offensive noise, vibration, electrical interference, smoke, dust, odors, heat or glare shall be produced by the use.
7. No use shall cause an increase in the demand placed on any one or more utilities (water, sewer, garbage, etc.) such that the combined total consumption for a dwelling and its home occupation exceeds the average for residences in the area.
8. No use requiring electrical or mechanical equipment shall cause a substantial fire rating change in the structure or the district in which the home occupation is located.
9. The approved use shall be valid only for the period of time the property is occupied by the applicant for such approved use.
10. Permits issued for home occupations may be subject to the conditions that the permit is renewed annually and may be revoked at any time if, in the opinion of the Municipal Planning Commission, the use is, or has become detrimental to the residential character and amenities of the neighbourhood.
11. Home occupations shall not include any use declared by resolution of Council to be undesirable as a home occupation or identified as a prohibited use within the applicable land use district.
12. Only one license for a Home Occupation – Class 2 shall be issued per dwelling.
13. A new development application must be submitted for consideration by the MPC in order to:
  - a. reinstate a permit that has been revoked, or
  - b. make any substantial changes or additions to an approved use.
14. A home occupation which proposes to change the type, use or intensity of an existing development approval shall require a new development permit to do so.

### Pre-Application

Applicants are advised to schedule an appointment with the Development Officer to review their proposal prior to submitting their application.

## Development Permit Application

All Development Permit applications for Home Occupations must be submitted with the following documents:

- Completed application form  
An application form for a Development Permit may be picked up at the Municipal Office, or online at [www.crowsnestpass.com](http://www.crowsnestpass.com). This must also be supplemented with a Home Occupation form.
- Certificate of Title and relevant encumbrances  
All Development Permits must be accompanied by a Certificate of Title no older than **3 Months**. These may be obtained at Alberta Land Titles online at [www.spin.gov.ab.ca](http://www.spin.gov.ab.ca) or by visiting your local Registry agents. Any easements, restrictive covenants or caveats on title may also be required.

Ensuring your submission is fully complete will assist us in processing your application without delay. If incomplete or illegible documents are provided, you will be asked to provide revised or additional information.

## Application Review and Decision

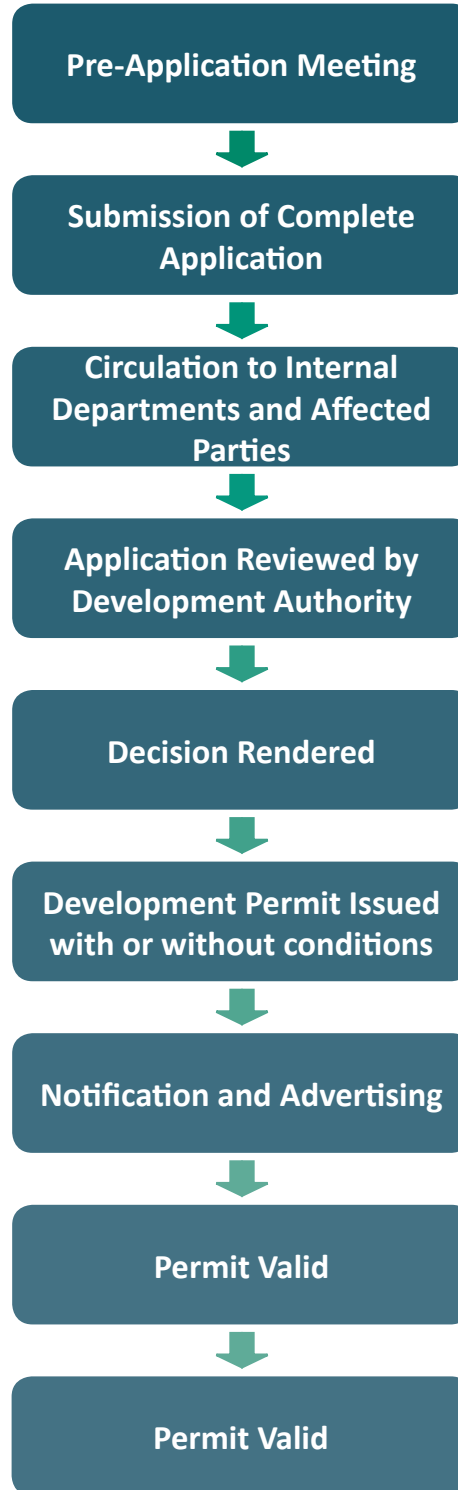
- Time Frame: Allow sufficient time for the processing of your application. A decision will be made within 40 days of receiving a **complete** application, unless an extension has been agreed upon.
- Appeal Period: If you are successful in obtaining a Development Permit, affected landowners are notified and a 2 week appeal period follows.

## Development Permit Fee for a Home Occupation

Home Occupation – Class 1: No Permit required  
Home Occupation – Class 2: \$200  
Major Waiver: Additional \$100

All fees must be paid when submitting application. Fees are subject to change. For all fees, please refer to the Fees, Rates and Charges Bylaw 951, 2016.

## Development Permit Process



For more information, please visit our website at [www.crowsnestpass.com](http://www.crowsnestpass.com)

or contact

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