



## Home Based Business

In order to issue a development permit for a home based business, the applicant must submit:

- ✓ Completed development permit application
- ✓ Method of payment
- ✓ A letter from the owner of the property (if the applicant is not the owner) granting permission of the home based business

*Note: If it is a minor or major home based business, the application process takes 21 days as the area residents within 76 metres of the “proposed” home based business are given the opportunity to appeal the application.*

## Home Based Business Fees

Development Permit	Home Office	\$75.00
	Minor Home Based Bus.	\$75.00
	Major Home Based Bus.	\$150.00
Discretionary Notification Fee		\$75.00
<i>(Required for Minor or Major Home Based Businesses)</i>		

*Any business operating within the City of Wetaskiwin requires a City of Wetaskiwin Business License.*

### **8.7.1 Home Office**

HOME OFFICE means a dedicated area located in a dwelling which has a phone and/or fax for a registered business entity but where there are no business clients, employees, products or deliveries.

1. A Home Office shall comply with the following regulations:
  - a. there shall be no exterior display or advertisement;
  - b. there shall be no mechanical or electrical equipment used that creates external noise, or
  - c. visible and audible interference with home electronics equipment in adjacent dwellings;
  - d. the home office shall not employ any person other than a residents of the dwelling;
  - e. there shall be no outdoor business activity, or outdoor storage of materials or equipment other than office equipment associated with the business allowed on the site;
  - f. there shall be no business traffic or deliveries to the property;
  - g. the home office shall not change the principal character or external appearance of the dwelling involved; and
  - h. in addition to the information requirements of Section 4.2 of this Bylaw, each application for a Development Permit for the use class home office shall include a description of the business to be undertaken in the dwelling, an indication that there will be no business or deliveries and details for the provision of parking.

### **8.7.2 Minor Home Based Business**

MINOR HOME BASED BUSINESS means development consisting of the use of an approved dwelling within a residential building by a resident of that dwelling for one (1) or more businesses. Such businesses shall not require more than one (1) business associated visit per day at the dwelling. The business use must be secondary to the residential use of the building and no aspects of the business operations shall be detectable from outside the property other than an approved sign. The dwelling shall not be used as a workplace for non-resident employees of the business. This use class does not include general retail sales.

1. A minor home based business shall comply with the following regulations:

- a. there shall be no exterior display or advertisement other than an identification plaque or sign as specified in 7.6.7.18;
- b. there shall be no mechanical or electrical equipment used that creates external noise, or visible and audible interference with home electronics equipment in adjacent dwellings;
- c. the minor home based business shall not employ any person on-site other than a resident of the dwelling;
- d. there shall be no outdoor business activity, or outdoor storage of materials or equipment associated with the business allowed on the site. Indoor storage shall only be allowed inside the dwelling;
- e. the minor home based business shall not change the principal character or external appearance of the dwelling involved; and
- f. in addition to the information requirements of Section 4.2 of this bylaw, each application for a development permit for the use class minor home based business shall include a description of the business to be undertaken in the dwelling, an indication of the anticipated number of business visits per week and details for the provision of parking.

### **8.7.3 Major Home Based Business**

MAJOR HOME BASED BUSINESS means development consisting of the use of an approved dwelling or accessory building by a resident of that dwelling for one (1) or more businesses. Such businesses may generate more than one (1) business associated visit per day. The business use must be secondary to the residential use of the building and shall not change the residential character of the dwelling or accessory building with the exception of an approved sign. The dwelling may be used as a workplace by a non-resident. This use class includes bed and breakfast facilities but does not include general retail sales.

1. A major home based business shall comply with the following regulations:
  - a. there shall be no exterior display or advertisement other than an identification plaque or sign as specified in 7.6.7.18;
  - b. there shall be no mechanical or electrical equipment used that creates external noise, or visible and audible interference with home electronics equipment in adjacent dwellings;
  - c. the major home based business shall be of a nature that will not cause excessive vehicular traffic, however, will allow business visits that do not cause unreasonable traffic flow to the residence;

- d. the number of non-resident employees or business partners working on-site shall not exceed one (1) at any one time;
- e. there shall be no outdoor business activity, or outdoor storage of material or equipment associated with the business. Indoor storage related to the business activity is be allowed in either the dwelling or accessory buildings;
- f. the major home based business shall not change the principal character or external appearance of the dwelling or accessory building;
- g. a major home based business, operating as a bed and breakfast facility shall conform to Section 8.7.4, in addition to this Section;
- h. a major home based business, operating as day home shall conform to Section 8.1.1. in addition to this Section;
- i. in addition to the information requirements Section 4.2 of this bylaw, each application for a development permit for the use class major home based business shall include a description of the business to be undertaken at the premises, an indication of the number of business visits per week, provision for parking, and where any materials or equipment associated with the business use are to be stored; and
- j. the major home based business will not be allowed if, in the opinion of the Development Officer, such use would be more appropriately located in a commercial or industrial zone having regard for the overall compatibility of the use with the residential character of the area.
- k. A major home based business shall not be allowed within the same principal dwelling containing a secondary suite or within the same site containing a garage suite and an associated principal dwelling, unless the home based business is a bed and breakfast facility and the secondary suite or the garage suite is an integral part of the bed and breakfast facility.

**Major Home Based Businesses must provide 1 parking space in addition to parking required for the primary dwelling.**



# HOME BASED BUSINESS APPLICATION

**Project Address:** \_\_\_\_\_ **Plan:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Applicant Information:**     Owner     Occupant     Other: \_\_\_\_\_  
Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Landowner(s) Information:**     Same As Applicant  
Name(s): \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**IF YOU ARE NOT THE REGISTERED PROPERTY OWNER, A LETTER OF PERMISSION FROM THE LANDOWNER IS REQUIRED**

Existing Development on Property: \_\_\_\_\_

Name of Proposed Business: \_\_\_\_\_  
Business Description: \_\_\_\_\_  
Estimated Start Date: \_\_\_\_\_ Estimated Project Value: \_\_\_\_\_

**Home Based Business (Check One):**

Will there be any business traffic or deliveries to the property?     Yes     No  
If Yes, Please specify: \_\_\_\_\_  
Will you employ someone other than residents of the dwelling?     Yes     No  
If Yes, How many? \_\_\_\_\_  
Will there be any exterior display or advertisement on-site?     Yes     No  
If Yes, Please specify: \_\_\_\_\_  
Will there be any outside storage?     Yes     No  
If Yes, Please specify: \_\_\_\_\_

**Type of Business (Check One):**

Home Office     Minor Business     Major Business

**ONCE YOUR PERMIT HAS BEEN APPROVED. A BUSINESS LICENSE CAN BE OBTAINED AT RECEPTION.**

Application Fee: \_\_\_\_\_ Notification Fee: \_\_\_\_\_ **Total Fees:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

**OFFICE USE ONLY:**    City Hall | 4705 - 50 Street | Box 6210 | Wetaskiwin, AB T9A 2E9 | Phone: 780-361-4432 | Fax: 780-352-0101

Permit #: \_\_\_\_\_ Roll #: \_\_\_\_\_     Permitted    Date Received: \_\_\_\_\_  
Zoning: \_\_\_\_\_ Use: \_\_\_\_\_     Discretionary    \_\_\_\_\_

The personal information on this form is collected under the authority of Section 32(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 39 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on the reports that are available to the public. For more information, contact Development Services at (780) 361-4432. Correspondence may be sent to: City of Wetaskiwin, Development Services, PO Box 6210, Wetaskiwin, AB, T9A 2E9