











APPLYING FOR A DEVELOPMENT PERMIT

- A. Double-check that the home occupation does not fall within the restricted or prohibited uses
- B. Submit the application, ensuring the inclusion of the following information, as appropriate:
 -  a detailed narrative of the proposal that includes a description of the materials and equipment used or stored on site;
 -  the amount of client contact proposed at the site;
 -  proposed hours of operation
 -  floor plan showing location of the business area;
 -  copy of the current Certificate of Title;
 -  the prescribed fee relative to the proposed Home Occupation;
 -  a letter of authorization from the landowner when the applicant is not the registered owner of the property;
 -  signage details if a component of a Class 2 Home Occupation;
 -  site plan, if additional parking stalls are needed (an amended Real Property Report is sufficient); and
 -  such other information that the Approving Authority deems necessary.

NOTE: If development authorized by the Development Permit is not commenced within 12 months from the date of issue, and completed within 24 months of issuance, the Permit is deemed void unless an extension has been granted.

OTHER PERMITS

It is the property owner's responsibility to ensure all required permits (i.e. building, electrical, gas, plumbing, etc.) are obtained prior to commencement of the work.

APPLICATION FEES

Up to date development and building permit application fees can be found:

Online: www.chestermere.ca
By phone: 403-207-7075
In person: Mon - Fri 9AM - 4PM

WARNING! It is the responsibility of the applicant to ensure that the work being carried out does not contravene the requirements of restrictive covenants, caveats, or any other restrictions that are registered against the property.

The Town of Chestermere
Planning and Development Department
105 Marina Drive
Chestermere, AB T1X 1V7
Telephone: 403-207-7075
Facsimile: 403-207-2817

June 2005

HOME OCCUPATIONS DEVELOPMENT AND BUILDING PERMIT REQUIREMENTS

Town of Chestermere



This pamphlet is published as a public information service. It has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect.

HOME OCCUPATIONS

The Town of Chestermere's *Land Use Bylaw 99-600*, as amended, establishes regulations for home occupations.

Home Occupations shall be an incidental and subordinate use to the principal residential building. Typical home occupations include dressmaking, hairdressing, manufacturing of handicraft, music instruction and similar activities.



As of September 2004, the new Home Occupation Bylaw came into effect. There are now two classes of Home Occupations, and the class will be determined upon review by the Planning and Development Department.

Under the new bylaw, Class 1 home occupations are recognized as unobtrusive to adjacent residents and modest in character. Class 2 Home Occupations are more intensive in nature. Examples of Class 1 and Class 2 home occupations are outlined below.

NOTE: Class 2 Home Occupations will be advertised for a fourteen (14) day period and the general public is given the opportunity to comment or appeal the decision to grant a Home Occupation permit.

WHAT THE BYLAW SAYS

Class 1 Home Occupation:



- small-scale business undetectable from outside the dwelling unit;
- employs only residents of the home;
- no more than five (5) business related visits per week incurred.
- does not include personal service businesses (hair stylist), retail sales, or a medical or veterinary clinic.
- e.g. accounting service

Class 2 Home Occupation:



- an accessory use of a dwelling unit or private garage;
- small-scale business incidental to primary use as a residence;
- requires more than five (5) business related visits per week;
- may employ up to one (1) employee that is not a resident of the home;
- Includes uses such as music lessons, personal services, offices and indirect sales;
- e.g. dog grooming business incurring more than five (5) visits per week.

GENERAL RESTRICTIONS

The Town does encourage Home Occupations as a move to encourage town viability and sustainability. However, the following are restrictions put in place to ensure that the home occupation is secondary to the principal use as a residential building.

- ↻ Home Occupations are limited to one (1) per dwelling unit;
- ↻ Uses shall be limited to those that do not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood;
- ↻ Home Occupations are limited to those uses that do not:
 - a) store objects outside either on or immediately adjacent to the site;
 - b) create a nuisance, e.g. dust, noise, odour;
 - c) generate additional pedestrian or vehicular traffic, or on-street or off-street parking;
 - d) have more than one (1) commercial motor vehicle under 4,500 kg (9920 lbs.) gross vehicle weight (GVW) rating associated with the business parked on-site or in the vicinity at any time;
 - e) have any aspect of the operation visible from outside the subject building;
 - f) advertise the address of the Home Occupation except where allowed for by a Class 2 permit;
 - g) alter the external appearance and residential character of land or buildings.