

DEVELOPMENT PERMIT APPLICATION - HOME BUSINESS

Applications can be submitted electronically by emailing all required documents to: devpermits@cityofgp.com

PROPOSED LOCATION	Municipal Address: _____
APPLICANT INFORMATION	Name: _____ Email: _____ Name of Business: _____ Address: _____ Postal Code: _____ Phone: _____ Alternate Phone: _____
PROPERTY OWNER INFORMATION (if different)	Same as above (if not the same as above, AUTHORIZATION FORM is required) Name: _____ Email: _____ Address: _____ _____ Postal Code: _____ Phone: _____ Alternate Phone: _____

I hereby declare **I am I represent** the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions / terms of the Land Use Bylaw. I / We will notify the Development Authority of any proposed changes to the plans submitted with this application.

NOTE: This information is being collected under the authority of the City of Grande Prairie Land Use Bylaw and will be used to process the application. This information may be used to provide statistical data. The information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information please contact the City of Grande Prairie FOIP Coordinator at 780-538-0300.

NOTE: By typing your name into the signature box below (or by signing a printed version of this application), you agree that all information submitted on this form is true and accurate.

Signature of Registered Owner / Agent

Date of Application

IMPORTANT NOTICE: THIS APPLICATION **DOES NOT PERMIT YOU TO OPERATE A BUSINESS** UNTIL SUCH TIME A DEVELOPMENT PERMIT HAS BEEN ISSUED BY THE DEVELOPMENT AUTHORITY AND ALL OTHER PERMITS (IF REQUIRED) ARE APPROVED. IF A DECISION HAS NOT BEEN ISSUED WITHIN 40 DAYS OF THE DATE THE APPLICATION IS DEEMED COMPLETE, YOU HAVE THE RIGHT TO FILE AN APPEAL TO THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD. CONTACT THE SDAB SECRETARY AT 780-538-0300 FOR APPEAL INFORMATION.

OFFICIAL USE ONLY

BASE FEE PAID: \$ _____

RECEIPT #: _____

DATE: _____

APPLICATION #: **PL** _____

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SUBMISSION REQUIREMENTS

All applicable boxes shall be checked and the required information shall be submitted with the Home Business Development Permit Application.

Authorization Form (signed by Property Owner)

- Are you **renting** the residence that you will be operating a Home Business from? If your name is **not** listed on the property's land title, you require an **Authorization Form** signed by the owner or the property management company representing the owner.

Proof of Storage Agreement

- If you are storing equipment or tools **off-site**, a Proof of Storage Agreement is required from the owner of the property where these items are being stored.

Approval from Alberta Health Services

- Will you be operating a Home Business in relation to **food or personal care services**? If you are proposing this type of Home Business, an **inspection** and **written approval** from Environmental Public Health is required **before you open your business**. Please contact Environmental Public Health at 780-513-7517 to arrange an inspection. Please note that massage therapy businesses do not require a health inspection.

BUSINESS INFORMATION

Type of business: _____

Describe your business: _____

EMPLOYEES

Do you intend to employ any person(s), other than residents of the dwelling, at the location of this Home Business?

NO, only residents will be working at this dwelling.

YES, someone who does not live at the residence will be working at this dwelling for my business.

Please Note: Only **one (1)** non-resident employee is allowed to work at the Home Business location.

AREA BEING USED BY YOUR BUSINESS

Gross floor area of the principal dwelling: _____ m²
 _____ m² in dwelling/attached garage to be used for Home Business
 _____ m² in accessory structure (includes detached garage) to be used for Home Business

Please Note:

- HOME BUSINESSES are permitted to use 30% of the total combined gross floor area of the principal dwelling and accessory buildings. The total area used **cannot** exceed 50 m²

VEHICLES/EQUIPMENT

Do you have a commercially licensed vehicle associated with the Home Business? Yes No

If yes, what is the Gross Vehicle Weight? _____ kg

Do you have a utility trailer associated with the Home Business? Yes No

If yes, please provide the following: Length _____ Height _____ Gross Vehicle Weight _____ kg

Please Note:

- The Gross Vehicle Weight for the commercially licensed vehicle **cannot** exceed 5000 kg
- The Gross Vehicle Weight for the utility trailer **cannot** exceed 2000 kg

Machinery: Bobcat Loader Lawn/Landscape maintenance equipment
 Other _____

Where will they be stored? _____

Chemicals/cleaning supplies onsite? Yes No

Where will they be stored? _____

Other: _____

Please Note:

- Exterior storage of any kind is NOT permitted
- Home Businesses are not permitted to cause any excessive noise, dust, smoke, or smell which may negatively impact your adjacent neighbours.

PARKING REQUIREMENTS

If you have a trailer, a non-resident employee or are having customers coming to your residence you are required to provide parking. Please provide the following information:

How many vehicles can park in your driveway/garage: _____

Length of driveway: _____

CUSTOMERS

Will you be having any customers come to your residence? Yes No
 _____ per day _____ per week _____ per month

Will there be business related deliveries to your residence? Yes No
 _____ per day _____ per week _____ per month

Please Note:

- Home Businesses are not allowed more than 6 home business related vehicle round trips per day, commercial deliveries allowed only during restricted hours (vehicle shall not exceed 5000 kg GVW).

SIGNAGE

Will you advertise your business with a sign? Yes No

Signs on Vehicle? Yes No

Sign on the site? Yes No

Please Note:

- You are permitted to have one non-illuminated identification sign, no larger than 0.3 m2

NOTE: By typing your name(s) into the signature boxes below (or by signing a printed version of this application), you agree that all information submitted on this form is true and accurate.

Right of Entry

Right of Entry by an authorized person of the City of Grande Prairie for the purpose of a site inspection of the land relative to the proposed application.

In accordance with the Municipal Government Act of Alberta (Section 542 (1)) and the City of Grande Prairie's Development Permit application requirements, the Right of Entry authorization must be completed, signed and returned at the time of application.

I/We _____
 Print name(s) of registered owner(s)

Being the registered owners of _____
 Legal description and / or municipal address of land

Do hereby authorize representatives of the City of Grande Prairie to enter upon the subject lands for the purpose of site inspection(s) to evaluate the proposed development and to ensure compliance with any subsequent conditions in the event the Development Permit application is approved.

 Signature(s) of registered owner(s)

Authorization Form

I/We _____
 Print name(s) of registered owner(s)

Being the registered owners of _____
 Legal description and / or municipal address of land

Do hereby authorize _____
 Individual or firm making application

to submit a Development Permit application for of the above described property.

 Signature(s) of registered owner(s)

Right of Entry and Authorization Sections Have Been Signed on: _____