

Description

Home Business simply means the secondary use of a residential property to conduct business activity. All home businesses require either a Home Business Development Permit or a Home Office Consent Form. The difference between the two is outlined in Part 7, Section 49 of the Land Use Bylaw for the City of Grande Prairie. Please contact our office at 780-538-0325 to speak to a Development Officer about whether your business is a Home Business or a Home Office, or to complete the Home Office Consent Form.

The Home Business Development permit or Home Office consent Form are separate from the City of Grande Prairie Business Licence, which is now required for businesses within the City of Grande Prairie.

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. If approval has not been received 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.

Fees & Timelines

The fee for a Home Business Development Permit is \$300. The timeline will be at least 3 weeks since we have to circulate the application to adjacent property owners. A Home Office Consent form can be completed within a day or two.

Submission Information

Application can be submitted to: devpermits@cityofgp.com
You will be contacted by the City of Grande Prairie to arrange payment.

Completed applications can also be printed and mailed with your cheque to:

City of Grande Prairie
Attn: Planning & Development
P.O. Bag 4000
Grande Prairie, AB T8V 6V3

Questions & Information

If you have any questions please contact Planning & Development at **780-538-0325** or email devpermits@cityofgp.com.

FOIP Act Policy

This information is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, c. F-25, as amended from time to time, and may be used for the administration of City of Grande Prairie programs including publicity materials. Your personal information is protected by the privacy provisions of the FOIP Act. Please forward any questions or concerns to the FOIP Coordinator at 10205 - 98 Street, Grande Prairie, AB T8V 2E7, cityclks@cityofgp.com.

Clear Form

Print Form

Proposed Location

Municipal Address

Applicant Information

Name

Email

Name of Business

Address

Postal Code

Phone (Primary)

Phone (Secondary)

Owner Information (If different from above)

Name

Email

Address

Postal Code

Phone (Primary)

Phone (Secondary)

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.

Signature of Applicant/Owner

Date

For Office Use Only

Base Fee Paid

Receipt #

Date

Application #

PL

Clear Form

Print Form

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 to be submitted with your application. Please contact Environmental Public Health at 780-513-7517 to arrange an inspection.

Business Information

Type of Business

Describe Your Business Activities

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.

Clear Form

Print Form

Area Being Used By Your Business

m ²	Gross floor area of the principal dwelling
m ²	in dwelling/attached garage to be used for Home Business
m ²	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.

Vehicle / Equipment

Do you have a commercially licensed vehicle associated with the Home Business?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is the Gross Vehicle Weight?		kg	
Do you have a utility trailer associated with the Home Business?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, 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	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Loader	<input type="checkbox"/> Lawn / Landscape maintenance equipment
	<input type="checkbox"/> Other:		
Where will they be stored?			
Chemicals / cleaning supplies onsite?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.

Clear Form

Print Form

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.

Signage

Will you advertise your business with a sign? Yes No

Signs on Vehicle

Sign on the site (You are permitted to have one non-illuminated identification sign, no larger than 0.3 m²)

Clear Form

Print Form

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 653 (2)) 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)

Dated

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)

Dated