

## 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](mailto: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

- If you have any questions contact Planning & Development at **780-538-0325** or [devpermits@cityofgp.com](mailto: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 [FOIP@cityofgp.com](mailto:FOIP@cityofgp.com).

### Section 1: Proposed Location

Municipal Address:

### Section 2: Applicant Information

Name:

Name of Business:

Address:

Postal Code:

Phone: (Primary)

Phone: (Secondary)

Email:

### Section 3: Owner Information (If different from above)

Name:

Address:

Postal Code:

Phone: (Primary)

Phone: (Secondary)

Email:

### Section 4: Declaration

☐ 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:

### Office Use Only

Base Fee Paid:

Receipt #:

Date:

Application #:

PL

## Section 5: 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.

## Section 6: Business Information

Type of Business:

Describe Your  
Business Activities:

## Section 7: Employees

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

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

☐ 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.

## Section 8: Area Being Used By Your Business

m<sup>2</sup> Gross floor area of the principal dwelling

m<sup>2</sup> In dwelling / attached garage to be used for Home Business

m<sup>2</sup> 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 m<sup>2</sup>.

### Section 9: Vehicle / 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?

If yes, provide: 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.

### Section 10: 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:

### Section 11: Customers

Will you be having any customers come to your residence? ☐ Yes ☐ No

☐ per day ☐ per week ☐ per month

### Section 11: Customers (Continued)

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 hour.

### Section 12: 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 m<sup>2</sup>)

### Section 13: 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:

Section 14: 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:	