

## Home-Based Business Licence Application

**Office Use Only:**

Submission Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Account Number: \_\_\_\_\_

**BUSINESS INFORMATION**

Business Address:

*(Address, City, Postal Code)* \_\_\_\_\_

Legal Business

Name: \_\_\_\_\_

Operating

Name: \_\_\_\_\_

Mailing Address:

*(if different than Business Address)* \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Mailing Address:

*(Address, City, Postal Code)* \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Please complete the following:**

1. Are you the property owner?  Yes  No\*\*

\*\* If no, a Letter of Authorization from all registered property owners is required.

2. Will there be customers to the residence?  Yes\*\*  No

\*\*If yes, a Development Permit is required for the approval to have customers to the residence

3. Is your business name registered? (ie. Corporation, Trade Name, or Sole Proprietor)  Yes\*\*  No

\*\*If yes, please attach registration documentation from Corporate Registries.

4. Do you want a short-term licence? (valid for 4 consecutive months)  Yes\*\*  No

\*\*If yes, what is your proposed start date and end date? \_\_\_\_\_

5. Description of business: \_\_\_\_\_

6. Number of employees: \_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SEE REVERSE FOR LICENCE REGULATIONS**

## Licence Regulations

*Applications for home-based businesses are subject to the following regulations, as per City of Red Deer bylaw No. 3357/2006, the Land Use Bylaw (s. 4.7(8)(j)):*

- (i) a home occupation shall not be staffed by any person other than a resident of the home
- (ii) not more than two adult residents of the home are permitted to work in the home occupation
- (iii) no advertising may be posted at the site of a home occupation, nor, shall there be any evidence of the home occupation which is noticeable from the exterior of the property, whether visual or otherwise
- (iv) a home occupation may not result in a disturbance to the peace and quiet or other amenities of the neighbourhood, nor may it cause the emission of dust, noise, odour, smoke, electronic interference, bright lights or other nuisance
- (v) outside storage of equipment material or goods in connection with a home occupation is prohibited,
- (vi) not more than one commercial vehicle used in conjunction with the home occupation may be parked on the site or any street adjacent thereto
- (vii) there shall be no storage or use of hazardous, noxious or dangerous goods in connection with any home occupation
- (viii) a home occupation shall be confined to a maximum of 30m<sup>2</sup> (322 sq. ft.) or 20% of the net floor area of the dwelling unit, whichever is less
- (ix) a home occupation may be accommodated in a private garage, provided however, that it does not prevent the continued use of the garage for the intended purpose of parking motor vehicles and that the parking requirements of any bylaw continue to be met
- (x) an accessory building may not be constructed or used for the sole purpose of a home occupation
- (xi) a home occupation which is allowed as a permitted use shall not generate additional traffic subsequent to the date of approval

*The granting of this License shall in no way relieve the owner from complying with the requirements of City of Red Deer bylaw No. 3609/2018, Business License Bylaw, or any other bylaws of the City of Red Deer, or other Provincial or Federal Statutes or Regulations in force.*

**I certify that I will abide by all regulations after I have received my License, knowing that failure to comply may result in penalties, suspension or revocation of my Licence.**

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Printed Name of Applicant

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Applicant Signature