

### Required Documents

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted electronically through the online portal.**

- Application fee (**Note:** you will be notified via email of outstanding fees with payment details)
- [Completed Statutory Declaration form](#) (**Note:** a NEW Statutory Declaration is required for both new applications and renewals)
- Signage details which include the following:
  - Dimensions of sign(s)
  - Location of proposed sign(s) on a building or structure
  - Height of letters
  - Legend detailing: Colours and Proposed materials

**Note:** Residential business signage requirements can be found under Section 9.11 of the Land Use Bylaw 2018-22. *(Not required for renewals)*
- Photos of the home showing the following:
  - All rooms proposed to be used for the bed & breakfast
  - Any shared common areas for use by guests within the house

*(For new applications in existing homes only, not required for renewals)*
- Copy of Title *(Not required for renewals)*
- Site Plan (scaled in metric) including:
  - Building footprint
  - Location and width of the driveway(s), including at the property line
  - Location of parking stalls for residents and visitors
  - Proposed Landscaping/Calculation of total landscaped area
  - Location, dimensions and details for bicycle stalls (details may be included under a separate drawing if located inside)

*(Not required for renewals)*
- Floor Plan of Home (scaled in metric) showing:
  - Location of principal resident room(s)
  - Dimensions of visitor room(s)
  - Entrance(s) to visitor room(s)
  - Window locations and sizes for each room
  - Smoke detector location(s)

### Floor Plan Requirements (*cont'd*)

- Fire extinguisher location(s)
- Carbon monoxide detector location(s)  
*(Not required for renewals)*

### Important Information

All Bed and Breakfast developments are subject to a one-time Safety Codes Officer (SCO) inspection as part of the Development Permit process, to ensure compliance with the Safety Codes Act and Alberta Building Code (ABC). A copy of the inspection requirements can be found [here](#).

Once your Bed & Breakfast Development Permit has been approved, you will be required to apply for your Town of Canmore Home Occupation Business License.

To find out what is required to obtain your business license, please visit [Business Licences: Town of Canmore](#)