

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 through the online portal.**

- Application fee (**Note:** you will be notified via email of outstanding fees with payment details)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed business (**Note:** This is not required if the property owner is the applicant).
- Completed Home Occupation questionnaire
- Floor Plan showing the dimensions (in square meters) of the room the business will be operating in
- Location of parking stalls for business and visitors

Once your Home Occupation Development Permit has been approved, you will be required to apply for a Town of Canmore Home Occupation Business License. For information on how to obtain a business license, please visit www.canmore.ca/business-license



Development Permit Application Requirements

New Home Occupation

Home Occupation Questionnaire

BUSINESS INFORMATION
COMPANY NAME
DESCRIBE THE BUSINESS and SERVICES PROVIDED: (additional information can be attached with your submission if required)
WHERE WILL THE HOME OCCUPATION BE OPERATED WITHIN THE DWELLING UNIT?
WHAT ARE THE PROPOSED HOURS OF OPERATION?
IF WORK IS NOT DONE AT THE PREMISES, WHERE ELSE WILL IT TAKE PLACE?
EMPLOYEES
ARE THERE ANY EMPLOYEES OF THE BUSINESS WHO ARE NOT MEMBERS OF THE FAMILY OR BONA FIDE OCCUPANTS OF THE DWELLING?
YES NO
IF YES, HOW MANY?
IS VEHICLE PARKING FOR EMPLOYEES PROVIDED ON SITE?
BUSINESS VEHICLES
HOW MANY VEHICLES ARE INVOLVED WITH THE BUSINESS?
A MAXIMUM OF ONE VEHICLE PER BUSINESS IS ALLOWED AT THE RESIDENCE. IF YOU HAVE MORE THAN ONE, WHERE ARE THEY PARKED?
DELIVERIES
WILL THERE BE ANY COMMERCIAL DELIVERIES TO THE SITE?
YES NO



Development Permit Application Requirements

New Home Occupation

BUSINESS EQUIPMENT, MERCHANDISE AND STORAGE
<p>WHAT OTHER EQUIPMENT, TRAILERS, OR MATERIALS ARE REQUIRED FOR THE BUSINESS?</p> <p>WHERE ARE THEY STORED? (i.e. in the garage, outside, at a storage site etc.)</p>
<p>WILL THERE BE ANY MERCHANDISE, GOODS OR PRODUCTS KEPT ON THE PREMISES?</p> <p style="text-align: center;">YES NO</p> <p>IF YES, DESCRIBE HOW ITEMS ARE SOLD AND/OR DISTRIBUTED.</p> <p>WHERE IS IT STORED? (include a picture of where any materials are stored outside)</p>
<p>WILL THERE BE ANY FLAMMABLE, OR HAZARDOUS MATERIALS ON THE PREMISES AS A RESULT OF THE BUSINESS? (solvents, paint thinners, special cleaners, etc)</p> <p style="text-align: center;">YES NO</p> <p>IF YES, WHAT IS THE MATERIAL, HOW MUCH IS BEING KEPT AT THE PREMISES, AND WHERE IS IT STORED?</p> <p>ARE ANY PERMITS REQUIRED FOR THEIR STORAGE OR USE? If yes, provide a copy of the permit.</p> <p style="text-align: center;">YES NO</p>
ADDITIONAL INFORMATION
<p>WILL THERE BE ANY CLIENTS (excluding service technicians) COMING TO THE HOME?</p> <p style="text-align: center;">YES NO</p> <p>IF YES, HOW MANY AND WHAT TIME OF THE DAY WILL THEY BE COMING?</p> <p>IS ANY ONSITE PARKING PROVIDED?</p>
<p>ARE THERE ANY OTHER HOME OCCUPATIONS OPERATING FROM THIS LOCATION?</p> <p style="text-align: center;">YES NO</p> <p>IF YES, PROVIDE THEIR NAMES AND DESCRIBE THE NATURE OF THE BUSINESSES</p>