



## Home occupation class 1 application

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. Only complete applications will be accepted. For more information on home-based businesses, visit [calgary.ca/mybusiness](http://calgary.ca/mybusiness).

Applicant name: \_\_\_\_\_

Municipal address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Fax number: \_\_\_\_\_

Phone numbers: Cell: \_\_\_\_\_ Bus.: \_\_\_\_\_

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

1. What type of business do you intend to operate? \_\_\_\_\_

2. What is your business trade name? \_\_\_\_\_

3. Are you an incorporated company?  Yes  No

If yes, what is your corporate name? \_\_\_\_\_

4. Are you a partnership?  Yes  No

First name \_\_\_\_\_ Last name \_\_\_\_\_

First name \_\_\_\_\_ Last name \_\_\_\_\_

5. Are you a sole proprietor?  Yes  No

6. Do you live at the home associated with the home occupation?  Yes  No

7. Are there any other home occupations at this address?  Yes  No

8. What is the floor area (in sq. feet) of your home (including basement)? \_\_\_\_\_

9. What is the floor area (in sq. feet) to be used for the home occupation? \_\_\_\_\_

10. Is the garage to be used for any portion of the business?  Yes  No

11. Do you have storage of materials, goods, and equipment outside the home?

Yes  No

If yes, what is stored? \_\_\_\_\_

If yes, where is it stored? \_\_\_\_\_

12. If your business has employees who do not live at the home, will they be working at the home associated with this home occupation?

Yes  No

13. How many weekly visits by:

How many daily visits by:

- a) clients \_\_\_\_\_
- b) couriers \_\_\_\_\_
- c) employees \_\_\_\_\_

- a) clients \_\_\_\_\_
- b) couriers \_\_\_\_\_
- b) employees \_\_\_\_\_

14. How many business related vehicles are stored on or near the site? \_\_\_\_\_

15. Where are they parked? \_\_\_\_\_

16. Do any of the above vehicles meet the definition of a large vehicle\*?

Yes  No If yes, how many? \_\_\_\_\_

\* A large vehicle includes any vehicle with a gross vehicle weight over 4536 kilograms. This includes vehicles with tandem axles, a passenger capacity of more than 15 persons, or dual wheels where the vehicle includes a flat deck or other form of utility deck. Large vehicles are generally described as a bus, cube van, dump truck, flatbed truck, or tractor, trailer or tractor trailer combination.

I hereby certify that I have read and examined this application and know the information to be true and correct.

Applicant signature \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Year Month Day

**NOTE:** All questions on this form shall be completed or processing of the development permit may be delayed. This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial, or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme, or agreement affecting the building or land.

**FOIP DISCLAIMER:** The personal information on this form is being collected under the authority of The Freedom of Information and Protection of Privacy (FOIP) Act, Section 33(c). It will be used to provide operating programs, account services and to process payments received for said services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. Please send inquiries by mail to the FOIP Program Administrator, Planning & Development, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.