



LUD _____
PST _____

**Development Permit Application**

**Home Based Child Care – Class 2**

**New - \$481 (\$449 + \$32 Advertising Fee)**  
**Renewal - \$256.50 (\$224.50 + \$32 Advertising Fee)**

*Renew anytime up to 30 days before the expiry of the existing development permit to be eligible for the renewal rate*

All the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. Only **complete** applications will be accepted.

Applicant's Name: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Phone Number: Res: \_\_\_\_\_ Bus: \_\_\_\_\_ Cell: \_\_\_\_\_

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

1. Please provide **Colour Photographs\*** of the dwelling, proposed play areas, and parking areas. Label and identify each photograph. **\*Photographs must fit into an 8.5" x 14" (21.5 x 35.5 cm) file**
2. Please provide one (1) copy of a Site Plan showing the following:
  - plans to metric scale, minimum 1:100
  - north arrow, pointing to top or left of page
  - municipal address (ie, street address) and legal address (ie, plan/block/lot)
  - all buildings and structures (house, garage, sheds, play structures)
  - all parking stalls on the parcel, including the location of pick-up/drop-off parking stall(s)
  - location of any outdoor play areas
  - details of fencing (height, location and materials)

**NOTE:** Building and Development Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta's FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

3. Do you own or rent the home associated with the Home Based Child Care?  Own  Rent

If you rent, you must provide a Letter of Authorization from the property owner or property manager.

4. Do you live at the home associated with this business?  Yes  No

5. Are you renewing a Home Based Child Care - Class 2 Permit?  Yes  No

If yes, what is the Development Permit number? (e.g., DP2016-5555)

DP \_\_\_\_\_-\_\_\_\_\_

What is the expiry date of the Development Permit? \_\_\_\_\_

6. Are there any approved Development Permits for a home occupation at this address?

Yes  No

If yes, describe the home occupation.

\_\_\_\_\_

7. Will there be installation of any play structures on the property?  Yes  No

If yes, please identify their location on the submitted site plans.

### Business Description

8. What days of the week will the business operate? \_\_\_\_\_

9. Between what hours of the day will the business operate? \_\_\_\_\_

10. How many children will you be caring for? (do not include your own children) \_\_\_\_\_

11. How many employees, who do not live at the home, will be working at the home? \_\_\_\_\_

12. How many client vehicles can be accommodated on your property (not including street parking or parking on other properties)? \_\_\_\_\_

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

I hereby certify that:

- I have read and examined this application and know the information to be true and correct. I will abide by the rules of a "Home Based Child Care - Class 2" as indicated on this document.
- I have been advised / I am aware of the Alberta Building Code requirements for a Home Based Child Care – Class 2.

Applicant's Signature \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Year Month Day

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2 section 26(3) of Land Use Bylaw 1P2007).

**All terms of reference are based on the defined terms in Land Use Bylaw 1P2007**

**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 Municipal Government Act, Section 640, and The City of Calgary Land Use Bylaw 1P2007 (Part 2) and amendments thereto. It will be used for the permit review and inspection processes. It may also be used to conduct ongoing evaluations of services received from Planning & Development. The name of the applicant and the nature of the permit will be available to the public. 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.

**Applicant's Signature**

**Date**

(confirming that all required information has been provided and is correct)

**Screened by**

**Date**

Planning Services Technician

**Checklists are updated periodically. Please ensure you have the most recent edition.**

**Phone:** 403-268-5311

**In Person:**

**Mail:**

**Web:** [calgary.ca](http://calgary.ca)

3rd floor, Calgary Municipal Building  
800 Macleod Trail SE, Calgary, Alberta

The City of Calgary  
Planning & Development(#8108)

**8:00 a.m. to 4:30 p.m. Monday – Friday**

800 Macleod Trail SE, Calgary, Alberta T2P 2M5

### **Processing Times and Deemed Refusals**

Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. [Time extension agreements](#) must be initiated by the Applicant.

To exercise the "deemed refusal" option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.

## General Rules for Home Based Child Care – Class 2

*These rules are a summary of the requirements found in the  
Land Use Bylaw 1P2007, Part 4, Division 2, Section 206.2  
[calgary.ca/landusebylaw](http://calgary.ca/landusebylaw)*

1. You must live at the address associated with the home based child care.
2. Can provide temporary care or supervision to a maximum of ten (10) children (not including your own children) who are:
  - under the age of 13 years; or
  - children of 13 or 14 years of age who, because of special need, require child care
3. Service can only be provided for periods of less than 24 consecutive hours.
4. May have a maximum of one (1) non-resident employee at any one time working at the residence.
5. The minimum parcel width must be equal to or greater than 9.0 metres.
6. May have an outdoor play area on the parcel, provided the outdoor play area:
  - is screened by a fence
  - is shown on the plan submitted for a development permit
  - is not located within an actual front setback area
7. No form of advertising related to the home based child care is allowed on the site.
8. In addition to the motor vehicle parking stalls required for the dwelling, a minimum of one (1) additional parking stall is required for the home based child care.
9. A minimum of one (1) pick-up and drop-off stall is required.