

Before you apply:

- Please visit, Calgary.ca/managebusiness to find more information on rules and requirements.
- Visit the Planning Applications Fee Calculator to [estimate your fee](#)
- If this application is related to a new or moved business, please start the process with a business licence application. For instructions on applying for a business licence, visit the 'How to Apply' section on: Calgary.ca/startbusiness

SECTION 1: Required Items	
A. Colour Photographs, showing:	
1	All areas where the business will be operating (including equipment, commercial vehicles, garage, outside storage areas, and parking areas)
B. Letter of Authorization from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel (Please click here for a sample template).	
SECTION 2: General Information	
Applicant Information <input type="checkbox"/> Business Owner <input type="checkbox"/> Agent Representing Business Owner	
Applicant Name:	Company Name (if applicable):
Email:	Phone Number (during business hours):
Business Identification Number (if applicable):	
SECTION 3: Business Location	
What is the address of the business?	
Address:	
City:	Postal Code/Zip:
Mailing address (if different than above)	
Address:	
City:	Postal Code/Zip:
Questionnaire	
1	Are you renewing a Home Occupation Class 2 Permit? <input type="radio"/> Yes <input type="radio"/> No
2	Do you live at the home associated with the home occupation? <input type="radio"/> Yes <input type="radio"/> No
3	Do you own or rent the home associated with the home occupation? <input type="radio"/> Own <input type="radio"/> Rent
3a.	If you rent, have you received authorization to apply from the legal owner or condominium board? <input type="radio"/> Yes <input type="radio"/> No

SECTION 4: Business Operations													
4	To ensure we understand your business, briefly describe in your own words, how the business operates												
5	What days of the week will the business operate? (Select all that apply) <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S												
6	Between what hours of the day will the business operate?												
7	Not including those living in the home, will you have employees working at the residence? <input type="radio"/> Yes <input type="radio"/> No NOTE: Question should only be answered "yes" if there are employees coming to work at the home who do not live there												
8	How many employees, who do not live at the home, will be working at the home? _____ <input type="checkbox"/> N/A												
8a.	Provide a brief description in regards to the nature of the work the employee(s) does at the home? <input type="checkbox"/> N/A												
10	How many business related vehicle visits to the home occur: <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 100%;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 40%;">No. of visits per Day</th> <th style="width: 40%;">No. of visits per Week</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Clients</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Couriers</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Employees</td> <td></td> <td></td> </tr> </tbody> </table>		No. of visits per Day	No. of visits per Week	Clients			Couriers			Employees		
	No. of visits per Day	No. of visits per Week											
Clients													
Couriers													
Employees													

SECTION 5: Home Occupation Business Areas									
	<input type="checkbox"/> N/A								
11	What is the total floor area of the home? (including basement area) _____ <input type="checkbox"/> ft ² <input type="checkbox"/> m²								
12	How much of the total floor area will be used for the home business? _____ <input type="checkbox"/> ft ² <input type="checkbox"/> m²								
13	What room(s) within the home will be used for the home business?								
14	Will this business use the garage or an accessory residential building (such as a shed) for business related activities? <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 15%;">14a. For storage?</td> <td style="width: 60%;"></td> <td style="width: 10%; text-align: right;"><input type="radio"/> Yes</td> <td style="width: 15%; text-align: right;"><input type="radio"/> No</td> </tr> <tr> <td>14b. For other business related activities?</td> <td></td> <td style="text-align: right;"><input type="radio"/> Yes</td> <td style="text-align: right;"><input type="radio"/> No</td> </tr> </table>	14a. For storage?		<input type="radio"/> Yes	<input type="radio"/> No	14b. For other business related activities?		<input type="radio"/> Yes	<input type="radio"/> No
14a. For storage?		<input type="radio"/> Yes	<input type="radio"/> No						
14b. For other business related activities?		<input type="radio"/> Yes	<input type="radio"/> No						
15	If yes to Question 14a., please answer the following questions: <input type="checkbox"/> N/A <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 15%;">15a. Will the business related storage affected the required parking stalls?</td> <td style="width: 60%;"></td> <td style="width: 10%; text-align: right;"><input type="radio"/> Yes</td> <td style="width: 15%; text-align: right;"><input type="radio"/> No</td> </tr> </table>	15a. Will the business related storage affected the required parking stalls?		<input type="radio"/> Yes	<input type="radio"/> No				
15a. Will the business related storage affected the required parking stalls?		<input type="radio"/> Yes	<input type="radio"/> No						
16	If yes to Question 14b., please answer the following questions: <input type="checkbox"/> N/A								

16a.	How large of an area in the garage/shed is required for the business?	_____	<input type="checkbox"/> ft ²
			<input type="checkbox"/> m ²
16b.	Can a vehicle be parked in the garage?	<input type="radio"/> Yes	<input type="radio"/> No
16c.	From where is the garage accessed?	<input type="radio"/> Street	<input type="radio"/> Lane
16d.	What work is performed in the garage/shed?		
17	Will there be outside storage of materials, goods, or equipment on or near the property?	<input type="radio"/> Yes	<input type="radio"/> No
18	If yes to Question 17, please answer the following questions:		<input type="checkbox"/> N/A
18a.	What type of materials, goods, or equipment will be stored outside on the property?	_____	
18b.	Where is it being stored?	_____	

SECTION 6: Vehicles & Parking

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 (i.e. bus, cube van, dump truck, flatbed truck, or tractor, trailer or tractor trailer combination).

19	How many vehicles can be parked on the property (including driveways/garage/parking pads)?	_____
20	How many vehicles associated with the business (including personal vehicles) do you have?	_____
21	How many of these vehicles meet the definition (see above) of large vehicles?	_____

Applicant's Declaration:

- In relation to the submission of this application, I confirm that I am
- i. An owner of the parcel, an authorized agent of the owner of the parcel, or other person having legal or equitable interest in the parcel, and
 - ii. If the parcel has a condominium board, I have consent from the condominium board to submit this application.

In addition, I certify that all information submitted with this application, including information shown on plans and documents, to be true and correct. Incomplete or inactive applications may be cancelled or refused at the discretion of the proper authority in accordance with their respective bylaw.

I agree to receive correspondence via electronic message related to this application.

- By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, www.calgary.ca. I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

If you do not want to make your application materials available online for public viewing you must send an email to planninghelp@calgary.ca within 48 hours of submitting of submitting you application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not the have their application materials online for public viewing.

The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 33(c) of the FOIP Act. This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. 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 through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the FOIP Act. You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by contacting the FOIP Program Administrator for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.

NOTE: 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.