

**Before you apply:**

- Please visit, [Calgary.ca/managebusiness](http://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](http://Calgary.ca/startbusiness)

SECTION 1: Required Items	
<b>A. Colour Photographs</b> , showing:	
1	All areas where the business will be operating (including equipment, commercial vehicles, garage, outside storage areas, and parking areas)
<b>B. Letter of Authorization</b> from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel (Please click <a href="#">here</a> for a sample template).	

SECTION 2: General Information	
<b>Applicant Information</b> <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? <span style="float: right;"><input type="radio"/> Yes    <input type="radio"/> No</span>
2	Do you live at the home associated with the home occupation? <span style="float: right;"><input type="radio"/> Yes    <input type="radio"/> No</span>
3	Do you own or rent the home associated with the home occupation? <span style="float: right;"><input type="radio"/> Own    <input type="radio"/> Rent</span>

3a. If you rent, have you received authorization to apply from the legal owner or condominium board?  Yes  No

**SECTION 4: Business Operation**

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?  M  T  W  T  F  S  S  
(Select all that apply)

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?  Yes  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? \_\_\_\_\_  N/A

8a. Provide a brief description in regards to the nature of the work the employee(s) does at the home?  N/A

10 How many business related vehicle visits to the home occur:

	No. of visits per Day	No. of visits per Week
Clients		
Couriers		
Employee		

**SECTION 5: Home Occupation Business Areas**  N/A

11 What is the total floor area of the home? (including basement area) \_\_\_\_\_  ft<sup>2</sup>  
 m<sup>2</sup>

12 How much of the total floor area will be used for the home business? \_\_\_\_\_  ft<sup>2</sup>  
 m<sup>2</sup>

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?

14a. For storage?  Yes  No

14b. For other business related activities?  Yes  No

15 If yes to Question 14a., please answer the following questions:  N/A

15a. Will the business related storage affected the required parking stalls?  Yes  No

16 If yes to Question 14b., please answer the following questions:  N/A

16a.	How large of an area in the garage/shed is required for the business?	<input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>
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?	_____

<b>SECTION 6: Vehicles &amp; Parking</b>		
<p><b>Large Vehicle</b> 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).</p>		
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?	_____

<p><b>Applicant's Declaration:</b></p> <p>In relation to the submission of this application, I confirm that I am</p> <ul style="list-style-type: none"> <li>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</li> <li>ii. If the parcel has a condominium board, I have consent from the condominium board to submit this application.</li> </ul> <p>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.</p> <p><input type="checkbox"/> I agree to receive correspondence via electronic message related to this application.</p>
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**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.