
DEVELOPMENT PERMIT ~ HOME-BASED BUSINESS
APPLICATION COMPLETION CHECKLIST & GENERAL INFORMATION

- **HOME-BASED BUSINESS**
 - **BED & BREAKFAST**
 - **DAY HOME**
-

We will be happy to begin processing your application once we have received the following documents as part of your submission.

APPLICATION FORM

Be as detailed as possible and fill in all the “blanks”. Use a separate sheet of paper to provide any additional information. Please ensure the application is signed by all parties on Title.

APPLICATION FEE

Home-Based Businesses, Day Homes and Bed & Breakfasts – \$250.

COPY OF CURRENT CERTIFICATE OF TITLE

A copy of title can be obtained for a fee of \$15 at the Town office, or from any provincial registry office. The Certificate of Title must be current within 30 days of the application date.

SITE PLAN

A photocopy of a Real Property Report is best. Indicate location and dimensions of all parking stalls.

FLOOR PLAN

A photocopy of the floor plans of all levels of building(s) is best; or a rough sketch showing square footage of each level and square footage of the area to be used in the operation of the home-based business.

AUTHORIZATION

Signature(s) of all registered landowner(s) on the application form, or a letter of authorization from registered landowner(s), if different from applicant, authorizing the proposed development/use.

BUSINESS LICENSE

All Home-Based Businesses must apply for a Cochrane Business License.

HOME-BASED BUSINESS GENERAL INFORMATION

DESCRIPTION	HOME-BASED BUSINESS / BED & BREAKFAST	DAY HOME
AREA OF RESIDENCE AND ACCESSORY BUILDINGS	All Home-Based Businesses within a residence shall be limited to a maximum of 30% of the gross floor area of the principal residence and 1 accessory building. All business activities shall be conducted entirely within the confines of these buildings.	All areas of the home may be used.
NUMBER OF HOME-BASED BUSINESSES	<p>a) A resident with a valid Development Permit for 1 Home-Based Business (major or minor) or day home may commence additional Home-Based Businesses (minor) without a Development Permit, provided each additional Home-Based Business complies with Section 11.24.2 of Land Use Bylaw Number 01/2004.</p> <p>b) A resident proposing a second Home-Based Business (major) or day home shall apply for a new Development Permit.</p>	
EXTERIOR/ INTERIOR ALTERATIONS, ADDITIONS TO THE RESIDENCE OR ACCESSORY BLDG.	Exterior alterations, additions, or renovations relating to the Home-Based Business are prohibited. Interior alterations, additions, or renovations relating to the Home-Based Business may be allowed provided they comply with the Town's Bylaw and the <i>Alberta Safety Codes Act</i> .	N/A
LEVELS OF EXTERIOR IMPACT	No nuisances by way of noise, vibration, smoke, dust, fumes, odours, heat, glare, or electrical or radio disturbance detectable from the property boundary, shall be produced by a Home-Based Business. The privacy and enjoyment of neighbouring residences shall be preserved, and the amenities of the neighbourhood shall be maintained.	N/A
STORAGE OF GOODS AND MATERIALS	Exterior storage of goods or materials related to the Home-Based Business is prohibited.	N/A
GENERATION OF CLIENT TRAFFIC	The number of clients at the residence is limited to a maximum of 6 per day, regardless of the number of Home-Based Businesses operating from the residence. Client visits to the residence shall be limited to 7 a.m. to 8 p.m.	<p>a) The number of clients or children at the residence is limited to a maximum of 6 per day regardless of the number of Home-Based Businesses / Day Homes operating from the residence. Traffic is limited to visits necessary to meet the care needs of the children.</p> <p>b) The Day Home shall not generate vehicular traffic in excess of that which is characteristic of the district within which it is located.</p>
DELIVERY VEHICLES	Business-related traffic is restricted to a maximum of 2 delivery trips per day. Delivery vehicles shall not exceed 4,500 kg. (GVW).	N/A
OFF-STREET / ON-SITE PARKING	A minimum of 1 on-site client parking shall be provided in addition to the parking requirements for the residence.	The Day Home shall not generate vehicular traffic in excess of that which is characteristic of the district within which it is located. One pick-up/drop-off shall be provided on-site, within 15.00 meters of the entrance to the Day Home facility. Potential Day Home sites shall have at least two on-site parking stalls, one of which will be designated for pick-up/drop off.
ON-SITE EMPLOYEES	Employees working at the Home-Based Business location on-site shall be limited to those living in the residence	Employees working at the Day Home location (on-site) shall normally be limited to those living in the residence. It may also include other personnel who may visit the home on an occasional, temporary, and part-time basis to assist with the care of the children.
HOME-BASED BUSINESS VEHICLES	An operator is allowed to use 1 vehicle (maximum weight of 4,500 kg (GVW) for the Home-Based Business to a maximum of 2 vehicles for 2 or more Home-Based Businesses, and both vehicles shall be parked on the property and off the street.	N/A
SIGNS AND ADVERTISING	Signage or advertising related to the Home-Based Business, excluding that found on a business-related vehicle, is prohibited on or in proximity to the residential site. Notwithstanding this prohibition, a Bed & Breakfast Accommodation operator may erect 1 identification sign with a maximum sign area of 1 m ² .	Signage or advertising related to Home-Based Business/Day Home excluding that found on a business-related vehicle, is prohibited on or in proximity to the residential site. Permitted signage with a maximum area of 0.5 m ² is limited to identification as a member of a community based Day Home Association.