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**DEVELOPMENT PERMIT ~ HOME-BASED BUSINESS  
APPLICATION COMPLETION CHECKLIST**

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- **HOME-BASED BUSINESS, Major**
  - **BED & BREAKFAST**
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We will be happy to begin processing your application once we have received the following documents by email to [Planning@cochrane.ca](mailto:Planning@cochrane.ca).

**APPLICATION FORM**

The form is to be completed in full and signed by the registered owner(s) of the land and/or the person authorized to act on their behalf. If the landowner is unable to sign the form, they can submit a Letter of Authorization as outlined below.

**APPLICATION FEE**

Home-Based Businesses, Major and Bed & Breakfasts – \$250 + \$150 (GST exempt).

**COPY OF CURRENT CERTIFICATE OF TITLE**

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

**SITE PLAN**

Location and dimensions (in metric) of all parking stalls must be included. A Real Property Report is best.

**FLOOR PLAN**

Floor plans in PDF format of the principal building with the Home-Based Business area identified and dimensioned in metric.

**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. The landowner(s) can also fill out the Town of Cochrane's Landowner Authorization Form.

**BUSINESS LICENSE**

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

**BUILDING PERMIT**

If renovations are required, you may require a Building Permit. Please contact the Safety Codes department for more information prior to starting any construction.