

**DEVELOPMENT PERMIT ~ HOME OCCUPATION AND BED & BREAKFAST**  
**APPLICATION COMPLETION CHECKLIST**

---

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.

**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.

**APPLICATION FEE**

Home Occupations, Class 2 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. The Certificate of Title must be current within 30 days of the application date.

**REGISTERED INSTRUMENTS**

Relevant registered instruments, such as caveats, restrictive covenants and/or utility rights-of-way/easements will need to be provided.

**SITE PLAN**

Location and dimensions (in metric) of all parking stalls must be included. A Real Property Report is best. Minimum parking stall dimensions are 2.75m wide X 6.0m deep. See Land Use Bylaw Section 8.19 Table 39 for more details.

**FLOOR PLAN**

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

**OTHER REQUIREMENTS**

• **BUSINESS LICENSE**

All Home-Based Businesses must apply for and maintain a Cochrane Business License. Please contact the Business Development department for more information.

• **SAFETY CODES PERMITS**

If renovations are required, you may require Safety Codes Permits (e.g. Building Permit). Please contact the Safety Codes Department for more information.