



Town of Carstairs
PO Box 370
Carstairs, AB TOM ONO
Phone: 403-337-2362
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www.carstairs.ca

HOME OCCUPATION LICENSE APPLICATION

1. Business Information

Home Occupation: _____ Renewal: _____

Contact: _____ Phone: _____

Business Name: _____

Mailing Address: _____

Civic Address: _____

Email address: _____

**** If you do not own this property, we require a written letter of approval from the property owner. ****

Business Description: _____

Goods or Supplies Stored: _____

Description of Machinery Used: _____

2. Disclosure of Business Information

The information above may be included on the Town of Carstairs online business directory and a publicly accessible database for the economic development purposes. Does the applicant consent to such disclosure?

Yes _____

No _____

Signature of Applicant

Signature of Applicant

For Office Use Only	
Home Occupations (\$100.00)	
Date: _____	Paid: _____
License #: _____	Receipt #: _____

The information below can be found in the "Land Use Bylaw No.2007 " the Town of Carstairs has the bylaw online, www.carstairs.ca through the Town of Carstairs web site and needs to be followed to be in compliance with all requirements.

6. MISCELLANEOUS

6(1) Home Occupations

Home occupations shall mean an occupation for gain or support, excluding offices-in-the-home, which shall be an incidental and subordinate use to the principal residential use and shall be restricted to the dwelling unit and accessory buildings. Home occupations shall be limited to those uses which do not interfere with the rights of other residents to quiet enjoyment of the residential neighborhood. The applicant shall be a resident of the dwelling in which the home occupation is being carried out. A home occupation shall not be staffed on-site by any person other than a resident of the dwelling.

(a) Home Representatives

Home representatives shall mean an occupation for gain or support involving more than one representative engaged in the sale of a product line for the same manufacturer.

Two categories of Home Representatives. The main supplier or distributor shall be defined as the individual, who looks after the interests of other representatives. A subsidiary representative is an individual who submits their product requests to a main representative, but who otherwise would limit the operation to a desk and telephone.

(b) General Guidelines

The following general regulations shall apply to all three types of Occupations in Residential Districts; the Office-In-The Home, Home Occupations and Home Representative:

(i) Any form of advertising shall comply with Schedule, B, and Clause 5. Signs.

Signs 24" x 24" placed in window or flat against the dwelling unit or accessory building.

- (ii) The occupation shall not detract from the amenities of a residential neighborhood by way of creating dangerous or objectionable conditions.
- (iii) There shall be not mechanical or electrical interference in radio or television reception.
- (iv) The occupation shall not generate pedestrian or vehicular traffic or parking, in excess of that which is characteristic of the District in which is located.
- (v) There shall be no outdoor business activity, or outdoor storage of material or equipment association with the occupation.
- (vi) A home occupation shall not involve the on-site use and /or storage of hazardous or dangerous goods.
- (vii) The occupation shall not be permitted in a residence if, in the opinion of the Municipal Planning Commission it would be more appropriately located in a Commercial or Industrial District.
- (viii) A development permit when first issued for an Occupation in a Residential District shall expire on December 31st of the following calendar year.
- (ix) If, at any time any of the requirements for occupations in Residential Districts are not complied with the Municipal Planning Commission may suspend or cancel a development permit for that occupation.
- (x) A home occupation permit does not exempt the applicant from compliance with Federal or Provincial Health or Licensing regulations or any other municipal permit requirements.
- (xi) When a permit holder moves to another location within the Town limits during the period for which their permit is valid, they shall:

- (A) notify the Development Officer of any address changes and re-apply at no additional cost.
- (B) submit new letters of approval from adjacent neighbors.

(xii) Not more than one (1) business vehicle used in or for the home occupation shall be parked on site or any street adjacent thereto.

(c) Special Requirements

- (i) The floor space of a HOME Occupation should not exceed 27.87 m² (300 ft²)
- (ii) An Office-In –The -Home shall not have any warehousing of saleable goods.
- (iii) The municipal Planning Commission may at their discretion, require a probationary, term of not less than six (6) months, for any Occupation in a Residential District, if the Municipal Planning Commission is satisfied that the Occupation in the Residential District still meets the Requirements of the Bylaw, then a full-term permit may be issued.

(d) The following conditions shall apply for any application classified as a Home Representative:

- (i) a development permit when issued for a main distributor, or supplier, shall follow the terms and conditions set out for Home Occupation Permit:
- (ii) a development permit when issued for subsidiary representative shall follow the terms and conditions set out for Office-In- The Home permits;
- (iii) notwithstanding Section (b) (viii) all development permits issued for Home Representative shall be reviewed on or before December 31st of the calendar year.
- (iv) only where there is more than one Home Representative be recognized.

(e) As set out by council in the current year “Rates Bylaw”

Penalties

- (i) Failure to obtain a license for Home Occupations- \$100.00 per occasion
- (ii) Other penalties as shown in the Land Use Bylaw;

(3) Declaration of Applicant

The Applicant certifies that the information given is true and correct. The applicant further agrees to abide by all and any By-laws, Rules and Regulations that are now or hereafter may be in forced with respect to the same trade, business or calling hereby licensed and has read all of the above and agrees to abide to the regulations as set down.

Signature of Applicant

Date of Application

Emergency Services

Date of Approval

Town of Carstairs Website Business Directory

Payment of your Business License Fee includes a free listing in the category of your choice on the Town of Carstairs Website Business Directory, only if you checked "Yes" in response to Section #2

Please check the category that best describes your business:

- | | |
|---|---|
| <input type="checkbox"/> ACCOMMODATIONS | <input type="checkbox"/> PERSONAL & HOME |
| <input type="checkbox"/> ACCOUNTING & BOOKKEEPING | <input type="checkbox"/> PLANT NURSERY |
| <input type="checkbox"/> AGRICULTURE | <input type="checkbox"/> PROFESSIONAL |
| <input type="checkbox"/> AUTOMOTIVE | <input type="checkbox"/> REAL ESTATE |
| <input type="checkbox"/> BAKERY & CATERING | <input type="checkbox"/> RECREATION & ENTERTAINMENT |
| <input type="checkbox"/> BUILDING & CONSTRUCTION | <input type="checkbox"/> RECYCLING |
| <input type="checkbox"/> CHIROPRACTOR & MASSAGE | <input type="checkbox"/> RENTAL & STORAGE |
| <input type="checkbox"/> DINING | <input type="checkbox"/> RETAIL |
| <input type="checkbox"/> FINANCIAL INSTITUTIONS | <input type="checkbox"/> TAXI |
| <input type="checkbox"/> FUEL & SERVICE STATION | <input type="checkbox"/> TRUCKING |
| <input type="checkbox"/> INSURANCE & REGISTRIES | <input type="checkbox"/> UTILITIES |
| <input type="checkbox"/> JANITORIAL | <input type="checkbox"/> WELDING |
| <input type="checkbox"/> LANDSCAPING & FLORISTS | <input type="checkbox"/> MEDICAL |
| <input type="checkbox"/> MEDICAL & VET | |