



Box 370
Carstairs, AB T0M 0N0
Phone: 403-337-3341
Fax: 403-337-3343
www.carstairs.ca

HOME OCCUPATION LICENSE APPLICATION

1. Business Information

Type of Business: Office in Home Home Occupation Home Representative

Applicant: _____ Phone: _____

Business Name: _____

Mailing Address: _____

Civic Address: _____ Land Use District: _____

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 on a publicly accessible database for economic development purposes. Does the Applicant consent to such disclosure?

Yes _____
Signature of Applicant

No _____
Signature of Applicant

For Office Use Only

Home Occupation (\$100.00)

Receipt # _____

Date: _____

License # _____

Paid: _____

3. Guidelines and Regulations

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.

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 are recognized; the main supplier or distributor, and the subsidiary representative. The main supplier or distributor shall be defined as that individual, who leases directly with the manufacturer, and 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.

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, 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 no 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 be operated as a secondary use only and shall not change the principal character of external appearance of the dwelling involved.
- (viii) 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.
- (ix) A development permit when first issued for an Occupation in a Residential District shall expire on December 31st of the following calendar year.
- (x) 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.
- (xi) 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.
- (xii) 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 change and re-apply at no additional cost.
 - (B) Submit new letters of approval from adjacent neighbors.
- (xiii) Not more than one (1) business vehicle used in or for the home occupation shall be parked on -site or any street adjacent thereto.
- (xiv) A development permit when first issued for an Occupation in a Residential District shall expire on December 31st of the following calendar year.
- (xv) If at any time anytime, 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.
- (xvi) 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.

6 Home Occupation Application

6(1)

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more appropriate located in a Commercial or Industrial District.

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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.

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- a) Notify the Development Office of any address changes and re-apply at no additional cost.
- b) Submit new letters of approval from adjacent neighbors.

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

(c) Special Requirements

- i. The floor space of a Home Occupation should not exceed 300 square feet (27.87 ml)
- 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, and then a full-term permit may be issued.

The following conditions shall apply for any application classified as Home Representative:

- A development permit when issued for a main distributor, or supplier, shall follow the terms and condition set out for Home Occupation Permits;
- A development permit when issued for subsidiary representative shall follow the terms and conditions set out for Office-In-The Home permits;
- Notwithstanding Section 6(2) (b) (ix) of the Land Use By-Law 941, all development permits issued for a Home Representative shall be reviewed on or before December 31st of each calendar year.
- Only where there is more than one home representative, for any particular product line, may a subsidiary representative be recognized.

Penalties

Failure to obtain a license for Home Occupations – \$100.00 per occasion

4. 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

Arlene Andrews, Protective Services

Date of Approval

Town of Carstairs Website Business Directory

Payment of your Business License Fee includes one free listing in the category of your choice in the Town of Carstairs Website Business Directory, only if you checked off "yes" in response to Section #2 on the first page.

Please check off the category that best describes your business:

- | | |
|---|---|
| <input type="checkbox"/> Accommodations | <input type="checkbox"/> Liquor |
| <input type="checkbox"/> Accounting & Bookkeeping | <input type="checkbox"/> Medical |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Medical & Vet |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Personal & Home |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Plant Nursery |
| <input type="checkbox"/> Bakery & Catering | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Building & Construction | <input type="checkbox"/> Promotions & Media |
| <input type="checkbox"/> Chiropractor & Massage | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Dining | <input type="checkbox"/> Recreation & Entertainment |
| <input type="checkbox"/> Financial Institution | <input type="checkbox"/> Recycling |
| <input type="checkbox"/> Fuel & Service Station | <input type="checkbox"/> Rentals & Storage |
| <input type="checkbox"/> Groceries | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Health & Beauty | <input type="checkbox"/> Taxi |
| <input type="checkbox"/> Insurance & Registries | <input type="checkbox"/> Trucking |
| <input type="checkbox"/> Janitorial | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Landscaping & Florists | <input type="checkbox"/> Welding |

If you have any questions about your Business listing on the Town of Carstairs Business Directory, please contact Sharon Koop at sharonk@carstairs.ca or (403) 337-3341