

Before you Apply

- Please visit, Calgary.ca/managebusiness to find more information on rules and requirements.
- Visit the Planning Applications Fee Calculator to [estimate your fee](#)
- If this application is related to a new or moved business, please start the process with a business licence application. For instructions on applying for a business licence, visit the 'How to Apply' section on: Calgary.ca/startbusiness

Questionnaire

- | | | | |
|---|---|---------------------------|----------------------------|
| 1 | Are you renewing a Home Occupation Class 2 Permit? | <input type="radio"/> Yes | <input type="radio"/> No |
| 2 | Do you live at the home associated with the home occupation? | <input type="radio"/> Yes | <input type="radio"/> No |
| 3 | Do you own or rent the home associated with the home occupation? | <input type="radio"/> Own | <input type="radio"/> Rent |
| | <input checked="" type="checkbox"/> 3 a If you rent, provide authorization from the legal owner or condo board | | |

SECTION 1: Required Items

Supporting Documents

- Attach A Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.



You can use this [sample letter of authorization template](#) or you can provide your own letter but it must contain all information indicated on the sample letter.

- Attach Colour Photographs**

Your **Colour Photographs** must include the following:

- 1** All areas where the business will be operating, including:
- Equipment
 - Commercial vehicles
 - Garage
 - Outside storage areas
 - Parking areas

SECTION 2: Applicant Details

Business Owner Agent Representing Business Owner

Applicant's Name:

Company Name (if applicable):

Applicant's Email:

Applicant's Phone Number (during business hours):

Business Identification Number (If applicable):

SECTION 3: Business Location

What is the address of the business?

Address:

City:

Postal Code/Zip:

SECTION 4: Mailing address (if different than the business address)

Address:

City:

Postal Code/Zip:

SECTION 5: Business Operations

1 To ensure we understand your business, briefly describe in your own words, how the business operates

2 What days of the week will the business operate? M T W T F S S

3 Between what hours of the day will the business operate?

4 Not including those living in the home, will you have employees working at the residence? Yes No



Question should only be answered "yes" if there are employees coming to work at the home who do not live there


5 How many employees, who do not live at the home, will be working at the home? N/A

6 Provide a brief description about the nature of the work the employee(s) does at the home N/A

7 How many business-related vehicle visits to the home occur?

	Number of visits per Day	Number of visits per Week
Clients		
Couriers		
Employees		

SECTION 6: Home Occupation Business Areas		<input type="checkbox"/> N/A
1	What is the total floor area of the home? (Including basement area)	<input type="checkbox"/> ft ² <input type="checkbox"/> m ²
2	How much of the total floor area will be used for the home business?	<input type="checkbox"/> ft ² <input type="checkbox"/> m ²
3	What room(s) within the home will be used for the home business?	
4	Will this business use the garage or an accessory residential building (such as a shed) for business related activities?	
	4(a) For storage?	<input type="radio"/> Yes <input type="radio"/> No
	4(b) For other business-related activities?	<input type="radio"/> Yes <input type="radio"/> No
5	If yes to Question 4(a), please answer the following questions:	<input type="checkbox"/> N/A
	5(a) Will the business-related storage affect the required parking stalls?	<input type="radio"/> Yes <input type="radio"/> No
6	If yes to Question 4(b), please answer the following questions:	<input type="checkbox"/> N/A
	6(a) How large of an area in the garage/shed is required for the business?	<input type="checkbox"/> ft ² <input type="checkbox"/> m ²
	6(b) Can a vehicle be parked in the garage?	<input type="radio"/> Yes <input type="radio"/> No
	6(c) From where is the garage accessed?	<input type="radio"/> Street <input type="radio"/> Lane
	6(d) What work is performed in the garage/shed?	
7	Will there be outside storage of materials, goods, or equipment on or near the property?	<input type="radio"/> Yes <input type="radio"/> No
8	If yes to Question 7, please answer the following questions:	<input type="checkbox"/> N/A
	8(a) What type of materials, goods, or equipment will be stored outside on the property?	
	8(b) Where is it being stored?	

SECTION 7: Vehicles & Parking	
	<i>Large Vehicle includes any vehicle with a gross vehicle weight over 4536 kilograms. This includes vehicles with tandem axles, a passenger capacity of more than 15 persons, or dual wheels where the vehicle includes a flat deck or other form of utility deck (i.e., bus, cube van, dump truck, flatbed truck, or tractor, trailer or tractor trailer combination).</i>
1	How many vehicles can be parked on the property (including driveways/garage/parking pads)?
2	How many vehicles associated with the business (including personal vehicles) do you have?
3	How many of these vehicles meet the definition (see above) of large vehicles?

SECTION 8: Applicants Declaration

By submitting this building permit application, the applicant acknowledges that the drawings submitted herein will match the most currently approved development permit for the site address listed below. Upon review, if the submitted drawings do not match the approved plans by the Development Authority, this application may be refused until such time that the Development Authority is satisfied that the plans match the approved development permit, or that a new development permit has been obtained and released.

If you do not want to make your application materials available online for public viewing, you must send an email to planninghelp@calgary.ca within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of section 5 of The Safety Codes Permit Bylaw 39M2018 and amendments thereto, as well as section 33(c) of the [FOIP Act](#). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development.

The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the FOIP Act.

You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by contacting the FOIP Program Administrator for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.



The personal information on this form is being collected under the authority of The Freedom of Information and Protection of Privacy (FOIP) Act, Section 33(c). It will be used to provide operating programs, account services and to process payments received for said services. It may also be used to conduct ongoing evaluations of services received from Planning & Development Please send inquiries by mail to the FOIP Program Administrator, Planning & Development, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.