



TYPES OF HOME OCCUPATION

WHAT TO SUBMIT

Home Occupation Minor:

✦ Means an occupation, trade, profession or craft carried on by a resident of a dwelling that is secondary to the residential use of the dwelling. The home occupation **shall be wholly contained within the dwelling unit**. It does not include a bed and breakfast establishment.

Home Occupation Major:

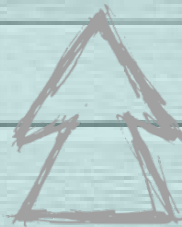
✦ Means an occupation, trade, profession or craft carried on by a resident of a dwelling that is secondary to the residential use of the dwelling and **may include the use of accessory buildings**. It does not include a bed and breakfast establishment.

After a pre-application meeting held with the County Planning & Development Department, you will need to submit the following:

- ✓ Completed Home Occupation Application form
- ✓ Certificate of Title (*current within 30 days*)
- ✓ Site plan
- ✓ Letter of Intent (reason for application)
- ✓ Application fees
- ✓ Additional information may be required at the discretion of the Development Authority



Please note: This is not a complete list of requirements. For more detail, please contact the Planning and Development Department at 403-443-5541. Our staff would be happy to answer any questions you may have.



APPLICATION PROCESS

Meet with the Planning & Development Department.

Complete and submit a Development Application and applicable fee.

Application reviewed by the Planning & Development Department.

If the proposed development contains discretionary uses, notification is made to the applicant, adjacent land owners and agencies. The application is then forwarded to the Municipal Planning Commission for decision.

Application Approved (With Conditions)

Application Denied (Reasons Stated)

An appeal may be made to the Subdivision and Development Appeal Board within 14 days of receiving notice. Please contact the planning & Development department for further information on the appeal process. 403-443-5541

Approved

Denied

Obtain any other permits you may require prior to initiating the home occupation.



ADDITIONAL NOTES

- If your application is a permitted use, it will be reviewed and issued within one to two weeks, depending on the scope of the project.
- Safety Code Permits (Building, Electrical, Gas, Plumbing & Private Sewage) can be applied for once the development permit has been issued.
- For detailed and complete building code and fire regulations, please refer to the Alberta Building Code and the Alberta Fire Code website at www.municipalaffairs.gov.ab.ca or contact the Province of Alberta's Public Safety Division at 1-866-421-6929.
- Reduce the risk of personal injury and property damage. Contact Alberta One-Call at 1-800-242-3447 and request to have the location of utilities marked.



Fees will be doubled for failure to obtain a development permit prior to construction.

For more information:

Web: www.kneehillcounty.com

Telephone: 403.443.5541

Email: office@kneehillcounty.com

Fax: 403.443.5115

Toll Free: 1.866.443.5541

