



**Planning and Development**

9613-100 Street  
Morinville, AB T8R 1L9  
Phone (780) 939-8275  
Fax (780) 939-2076  
Email: PandD@sturgeoncounty.ca

For Office Use	
Permit Number:	_____
Date Received:	_____
Received By:	_____

# Development Permit Application for Home Based Business

Application is hereby made under the provisions of Land Use Bylaw 1385/17 to develop in accordance with the plans and supporting information submitted herewith and which form part of this application.

## APPLICANT INFORMATION

APPLICANT NAME \_\_\_\_\_ LANDOWNER(S) NAME *(IF DIFFERENT THAN APPLICANT)* \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY / TOWN \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

PHONE \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

## LAND INFORMATION

PROPERTY ADDRESS \_\_\_\_\_ SUBDIVISION NAME \_\_\_\_\_

LEGAL DESCRIPTION: LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ PLAN \_\_\_\_\_ PARCEL SIZE \_\_\_\_\_

QUARTER \_\_\_\_\_ SECTION \_\_\_\_\_ TWP \_\_\_\_\_ RGE \_\_\_\_\_ W \_\_\_\_\_

## HOME BUSINESS DESCRIPTION

NAME OF BUSINESS \_\_\_\_\_

PROVIDE A DETAILED DESCRIPTION OF DAY TO DAY OPERATIONS & SERVICES YOU PROVIDE  
**(ATTACH A LETTER IF MORE SPACE IS NEEDED)**

YEARS IN BUSINESS \_\_\_\_\_ TYPE OF BUSINESS:  BUSINESS TO BUSINESS  BUSINESS TO CONSUMER

MARKET (ALL THAT APPLY):  LOCAL  REGIONAL  PROVINCIAL  NATIONAL  INTERNATIONAL

### NAICS: (North American Classification System)

Please check off the ONE NAICS category that best applies to your business. This classification is important information for our team and will provide valuable information that can assist greatly with statistical data analysis of our region.

- |  |  |
|--|--|
| <input type="radio"/> 11 Agriculture, forestry, fishing and hunting    | <input type="radio"/> 54 Professional, scientific and technical services                       |
| <input type="radio"/> 21 Mining, quarrying, and oil and gas extraction | <input type="radio"/> 55 Management of companies and enterprises                               |
| <input type="radio"/> 22 Utilities                                     | <input type="radio"/> 56 Administrative and support, waste management and remediation services |
| <input type="radio"/> 23 Construction                                  | <input type="radio"/> 61 Educational services  |
| <input type="radio"/> 31-33 Manufacturing                              | <input type="radio"/> 62 Health care and social assistance                                     |
| <input type="radio"/> 41 Wholesale trade                               | <input type="radio"/> 71 Arts, entertainment and recreation                                    |
| <input type="radio"/> 44-45 Retail trade                               | <input type="radio"/> 72 Accommodation and food services                                       |
| <input type="radio"/> 48-49 Transportation and warehousing             | <input type="radio"/> 81 Other services (except public administration)                         |
| <input type="radio"/> 51 Information and cultural industries           | <input type="radio"/> 91 Public administration   |
| <input type="radio"/> 52 Finance and insurance                         |  |
| <input type="radio"/> 53 Real estate and rental and leasing            |  |

SOCIAL MEDIA: WHERE CAN WE FIND YOU? WE LOVE TO FOLLOW STURGEON COUNTY BUSINESSES!

WEBSITE \_\_\_\_\_ FACEBOOK \_\_\_\_\_ INSTAGRAM \_\_\_\_\_

TWITTER \_\_\_\_\_ OTHER \_\_\_\_\_

- YES I WOULD LIKE TO RECEIVE OCCASIONAL EMAIL UPDATED FROM STURGEON COUNTY ECONOMIC DEVELOPMENT
- YES PLEASE CONTACT ME TO LEARN MORE ABOUT STURGEON COUNTY'S BUSINESS VISITATION PROGRAM

### CLIENTS, CUSTOMERS & EMPLOYEES

DO CLIENTS / CUSTOMERS VISIT YOUR PROPERTY? Y  N

IF YES, AT WHAT HOURS AND HOW MANY VISITS PER DAY / WEEK? \_\_\_\_\_

HOW MANY NON-RESIDENT EMPLOYEES WILL WORK AT OR VISIT THE PROPERTY? \_\_\_\_\_

HOW MANY PARKING STALLS DO YOU PROVIDE YOUR CLIENTS / CUSTOMERS AND EMPLOYEES? \_\_\_\_\_

## VEHICLES & EQUIPMENT

LIST ALL VEHICLE TYPES AND EQUIPMENT ASSOCIATED WITH YOUR BUSINESS

CAR / VAN \_\_\_\_\_

TRUCKS(S) \_\_\_\_\_

(INDICATE NUMBER, SIZE, TYPE, WEIGHT)

MACHINERY (SPECIFY) \_\_\_\_\_

(SKID STEER, BACKHOE, FORKLIFT)

TRAILERS (SPECIFY) \_\_\_\_\_

OTHER (SPECIFY) \_\_\_\_\_

## STORAGE & DELIVERIES

ARE MATERIALS AND/OR EQUIPMENT RELATED TO THE BUSINESS STORED ON THE PROPERTY?

Y  N

HOW MUCH IS STORED AND WHERE? \_\_\_\_\_

ARE THERE ANY DANGEROUS GOODS ON SITE ASSOCIATED WITH YOUR BUSINESS?

Y  N

IF YES, WHAT TYPES? \_\_\_\_\_

ARE DELIVERIES MADE TO THE PROPERTY?

Y  N

IF YES, HOW OFTEN ARE DELIVERIES MADE TO THE PROPERTY? \_\_\_\_\_

## BUSINESS SIZE & ADVERTISING

TOTAL FT<sup>2</sup>/M<sup>2</sup> OF HOME \_\_\_\_\_

FT<sup>2</sup>/M<sup>2</sup> ALLOCATED FOR BUSINESS \_\_\_\_\_

LIST ANY ADDITIONAL BUILDINGS USED IN THE OPERATION OF THE BUSINESS INCLUDING FT<sup>2</sup>/M<sup>2</sup>

WHAT ADVERTISING SIGNAGE WILL APPEAR ON THE PROPERTY? \_\_\_\_\_

## SITE PLAN

SITE PLAN (attached)

PLEASE PROVIDE A SITE PLAN INDICATING THE BUILDINGS INTENDED FOR USE BY THE BUSINESS, ONSITE PARKING STALLS FOR CLIENTS/EMPLOYEES, PARKING AREA FOR VEHICLES AND EQUIPMENT RELATED TO THE BUSINESS, EXTERIOR STORAGE AREA (dimensioned) FOR MATERIALS/GOODS, AND ANY PROPOSED OR EXISTING SCREENING OR FENCING.

## APPLICANT AUTHORIZATION

I/we hereby give my/our authorization to apply for this home based business development permit application and allow authorized persons the right to enter the above land and/or building(s) with respect to this application only. I/we understand and agree that this application and any development permit issued pursuant to this application or any information thereto, is not confidential information and may be released by Sturgeon County.

I/We grant consent for an authorized person of Sturgeon County to communicate information electronically as per Section 608 (1) of the Municipal Government Act, R.S.A. 2000., c.M-26.

\_\_\_\_\_  
SIGNATURE OF APPLICANT(S)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF LANDOWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF LANDOWNER

\_\_\_\_\_  
DATE

## SUPPORT DOCUMENTS

Ensure the listed supporting documentation is included with this permit application, Sturgeon County cannot accept incomplete applications.

ALBERTA TRANSPORTATION APPROVAL **OR** PROVIDE CURRENT ROADSIDE APPROVAL # \_\_\_\_\_  N/A  
*If developing within 800m (0.5 miles) of a Provincial highway.*

LAND TITLE CERTIFICATE  
*Searched within 30 days prior to the application. These documents can be obtained at any Provincial Registry Office or online at <http://www.spin.gov.ab.ca/>.*

CORPORATE REGISTRY  N/A

## FOR OFFICE USE ONLY

HOME BASED BUSINESS LEVEL

1  2  3

ROLL \_\_\_\_\_

LUB ZONING \_\_\_\_\_

FEES \_\_\_\_\_

USE:  PERMITTED  DISCRETIONARY

RECEIPT \_\_\_\_\_

FORM OF PAYMENT \_\_\_\_\_

**FOIP DISCLAIMER:** The personal information provided will be used to process a home based business development permit application and is collected under the authority of Section 642 of the Municipal Government Act and Section 33 (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Personal information you provide may be recorded in the minutes of the Municipal Planning Commission. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939-4321.



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**HOME BASED BUSINESS DEVELOPMENT PERMIT APPLICATION FEE INFORMATION**

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**Credit Card Information:**

Visa:

MasterCard:

CARD NUMBER:	EXPIRY DATE: MONTH, YEAR
NAME THAT APPEARS ON THE CARD:	
SIGNATURE OF CARDHOLDER:	

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