

City of Wetaskiwin

Home-Based Business Permit

Home Office, Minor Home-Based Business, Major Home-Based Business

Note:

- *Note: Minor Home-Business and Major Home-Based Business are listed as a Discretionary Use in most zoning districts. Therefore, any Minor and Major Home-Based Business applications are required to enter a 21-day appeal period before a development permit can be issued. Within this appeal period, residents within a 76m radius of the proposed home-based business will be notified of the application and given the opportunity to appeal.*

Applications can be:

1. Digitally submitted to permits@wetaskiwin.ca
2. Dropped off at 4705 50th Avenue, Wetaskiwin
3. Mailed to 4705 50 Avenue, Wetaskiwin, Box 6210, T9A 2E9 addressed to Development Services

For more information, call 780.361.4400 or e-mail permits@wetaskiwin.ca

Development Permit Requirements
1. Development Permit Requirements
1.1. Development Permit Application (Home Based Business) Form
1.2. A letter from the property owner granting permission of the home-based business.
2. Major Home-Based Businesses require a Site Plan that includes:
2.1. North arrow
2.2. Address of the property
2.3. Property lot dimensions
2.4. Location and dimensions of existing structures on site
2.5. Location of the required one (1) on-site parking stall for the Major Home-Based Business
2.6. Location of the required two (2) on-site parking stalls for the primary dwelling

Refer to Land Use Bylaw No. 1804-13 s.8.7.2 for Specific Use Regulations related to Minor Home Based Businesses and s.8.7.3 for Specific Use Regulations related to Major Home Based Businesses. Other sections may apply, depending on the nature of the business.

Application Date:

DP File:

Roll Number:

HOME-BASED BUSINESS PERMIT APPLICATION

1. Project Address:			
Project Address:	Plan:	Block:	Lot:
Zoning:	Permitted Use:	Discretionary Use:	
2. Applicant(s) Information:		3. Landowner(s) Information:	
Owner:	Tenant:	Same as applicant:	
Name:		Name:	
Address:		Address:	
City:		City:	
Province:	Postal Code:	Province:	Postal Code:
Phone:		Phone:	
Email:		Email:	
Unless otherwise noted, the applicant will receive electronic notification.			
4. Applicant's Signature:			
Applicant Signature:		Date:	
5. Landowner's Signature:			
Landowner Signature:		Date:	
6. Business Description (Check one):			
Home Office	Minor Home-Based Business		Major Home-Based Business
	Variance Required: Yes No		Variance form must be submitted with the development permit if a variance is required.
Business Name:			
Business Description (list all business activities):			
Home-Based Business Value (i.e., startup costs, general operating value):			
Commencement Date:		Completion Date:	
Application cont. on next page.			

7. Operating Questions

a. Will there be any business traffic to the property? Yes No

If yes, specify the type of business traffic and the number of visits: _____

1. Client)

2. Couriers)

3. Employees)

4. Others)

b. Will you employ someone other than residents of the dwelling? Yes No

If yes, how many? _____

c. How many vehicles associated with this business are kept at this property? _____

d. How many driveway parking spaces are available? _____

e. Will a trailer(s) and/or large equipment be required for this business? Yes No

If yes, how many trailer(s) and/or equipment? _____

If yes, what is the length? _____

If yes, where is it/they stored? _____

f. Will there be any outdoor storage? Yes No

If yes, what is being stored? _____

If yes, where is it being stored? _____

City Use Only:

Date Received:

Date Deemed Complete:

Fees Received:

Receipt Number

Received By:

Entered into Munisight:

City BP File Number:

Variance Required:

Yes:

No:

Notes:

Home Office, Minor Home-Based Business, Major Home-Based Business Requirements

	Definition	Business License Required	Permits Required	Fee
Home Office	A dedicated area located in a dwelling which has a phone and or a fax for a registered business entity but where there are no business clients, employees, products, or deliveries. Shall not employ any person other than a resident of the dwelling.	Yes	None	No
Minor Home-Based Business	Development consisting of the use of an approved dwelling within a residential building by a resident of that dwelling where the business requires no more than one business-related visit per day. This use class does not include general retail sales. Shall not employ any person on-site other than a resident of the dwelling.	Yes	Development permit	Yes. Please refer to Master Rates Bylaw 1990-21.
Major Home-Based Business	Development consisting of the use of an approved dwelling or accessory building by a resident of that dwelling for one (1) or more businesses. This use class includes bed and breakfast facilities but does not include general retail sales. The number of non-resident employees or business partners working on-site shall not exceed one at any one time.	Yes	Development permit	Yes. Please refer to Master Rates Bylaw 1990-21.