

Development Permit #: _____

Application Date: _____

To Be Completed By Applicant:

Permit Being Applied for By: Land Owner Applicant

Proposed Home Business: Home Based Business 1 Home Based Business 2 Home Based Business 3

***Please note that if business owner isn't the homeowner, a letter/email from the registered homeowner needs to be submitted with this application allowing the use of the residence for the home business.**

Landowner Name(s): _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Alt Phone: _____

Email Address: _____

Preferred Method of Correspondence: Email Mail Phone

(Same as Landowner)

Applicant/Contractor Name(s): _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Alt Phone: _____

Email Address: _____

Preferred Method of Correspondence: Email Mail Phone

Business or Company Name: _____

What is the classification of your business: _____
(eg. Massage Therapist, Hairdresser, Contractor, Bookkeeper, etc.)

Contact Person: _____

Address of Business: _____

Legal Land Description: Lot: _____ Block: _____ Plan: _____ Land Use District: _____

Where will the business operation occur: Primary Dwelling Accessory Building Both

What area (sq. footage) of the house is required to operate this business? _____

(Please include a floor plan noting where the proposed business is to operate within the home for Home Based Business 2 and 3 applications)

If an accessory building (detached garage or shed) is being used, what area (sq. footage)? _____

Number of resident employees: _____ Number of non-resident employees: _____

How often will people be coming to your home regarding your business: Never # of daily visits: _____

Will there be any storage required for the business: Yes No Indoor Outdoor

Please describe storage (if applicable): _____

Please describe any vehicles used for the business: _____
(vehicle(s) type(s))

Please describe any trailers and/or equipment used for the business: _____

How many **off street** parking spaces are available for business related parking? _____
(Every residence is required to have 2 off street parking spaces. Please include and indicate any **ADDITIONAL** parking spaces with dimensions available for the business). *Parking stall(s) include driveways, parking pads and garages. This **does not** include parking on a public roadway.

A site plan showing all off-street parking stalls must be submitted with Home Based Business 2 and 3 applications

Days and hours of operation: _____

Has this business previously been approved and licensed within the Town of Blackfalds? Yes No

If yes, where was the previous location? _____

Are there any other businesses currently being operated out of this home? Yes No

If yes, what is the name of the business? _____

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Detailed description and nature of proposed business (include extra paper if needed):

Is the property the subject of a license, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission? Yes No

If yes, please describe: _____

Is the property the subject of the application the subject of a license, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act*? Yes No

If yes, please describe: _____

Is the subject property immediately adjacent to the County boundary? Yes No

If yes, please describe: _____

**The Minister is responsible for the following acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.*

RESOURCES:

Water Act & Environmental Protection and Enhancement Act Approvals - **Alberta Energy Regulator:** <https://avw.alberta.ca/ApprovalViewer.aspx>
Historic Sites/Resources (requires an account) – **Online Permitting and Clearance (OPAC):** <https://www.opac.alberta.ca/Login.aspx>
Abandoned Wells – **Abandoned Well Map Viewer:** <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>
Pipeline/Well Locations – **Regulatory Assurance:** <https://regulatoryassurance.alberta.ca/dras?id=public-notice>

I hereby make application for a Development Permit under the provisions of the current Town of Blackfalds Land Use Bylaw in force in accordance with the plans and supporting information submitted herewith and which form part of this application and will abide by all conditions of approval. By submitting this application I hereby allow right of entry for inspection purposes.

Permit Applicant Name(s): _____

Permit Applicant Signature(s): _____

Landowner Name(s): _____

Landowner Signature(s): _____

BELOW FOR OFFICE USE ONLY

Tax Roll #: _____ Approval letter/email received from homeowner (if applicable)

Approval By: MPC Development Officer

Home Business Development Permit Fee (1-61-00-521):	\$	MPC Date: _____	SDAB Date: _____
		Notification Date: _____	

Receipt #: _____ Date Application Deemed Complete: _____

NOTES:

1. This Application constitutes part of the permit.
2. Every Development Application shall be completed and submitted in accordance with the current Town of Blackfalds Land Use Bylaw in force.
3. Failure to comply with this form fully and lack of the required information and plans may cause delays in processing this Development Application.
4. An Application for a Development Permit shall, at the option of the applicant, be deemed to be refused when the decision of the Development Authority is not made within forty (40) days of receipt of the Application.
5. Any questions related to the collection and use of this permit information should be referred to the Planning and Development Department at 403.885.9679.

A DEVELOPMENT PERMIT COMES INTO EFFECT:

- a. if it is issued by the Development Authority, twenty-one (21) days after the date of decision.
- b. if it is issued by Town Council with respect to a development in a Direct Control District, upon the date of its issue, or
- c. if an appeal is made, on the date that the appeal is finally determined.

A development permit remains in effect for twelve (12) months from the date of its issue and thereafter is null and void unless an extension has been requested and approved. A time extension request must be received a minimum of one (1) month prior to expiry.

Personal information provided as part of this application will be used for issuance of permits, property assessment, and/or safety codes compliance monitoring and verification. The information is collected under the authority of the *Municipal Government Act*, the *Safety Codes Act* and the Land Use Bylaw currently in force, as well as Section 4(c) of the *Protection of Privacy Act* and will be protected under Part 1 of the *Protection of Privacy Act*. As mandated in the *Access to Information Act*, applicant names and the nature of permits issued may be made publicly available. Questions or concerns regarding the collection and/or use of this information may be directed to the Information Governance Coordinator at access@blackfalds.ca or by phone at 403.885.6370.



REQUIRED PERMIT ACCEPTANCE

I, _____, understand that a Development Permit is not the same as a Safety Codes Permit and it is my responsibility to ensure that the following permits and plans are provided\obtained and complied with:

- Building Permit
- Plumbing Permit
- Gas Permit
- Electrical Permit
- Private Sewage

I also understand that it is my responsibility to verify with IJD Inspections Ltd. if the above noted permits are required for the project as stated on the Development Permit. (see contact information below).

Failure to obtain the required permits may result in the permit fees being increased or a Stop Order being issued on the project.

Signature

Date

**PERMITS
ELECTRICAL | PLUMBING | GAS**



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Red Deer, AB T4N 1L1
Riverside –Cronquist Business Park
Ph. 403-346-6533
Email: permits@ijd.ca
Website: www.ijd.ca