



Home-Based Business Type 2



Town of Redcliff



Home-Based Business Type 2

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Checklist — Home-Based Business Type 2

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

The following information is required to review and evaluate your Development Permit application in a timely matter.

To expedite the application review, all submitted materials must be clear, legible and precise. Accurate and legible drawing are required (rough sketches are not acceptable).

Applicant	Office	Required Items
<input type="radio"/>	<input type="radio"/>	Completed Development Permit Application
<input type="radio"/>	<input type="radio"/>	Off-Site Levies (if applicable)
<input type="radio"/>	<input type="radio"/>	Abandoned gas well map (if proposed building is larger than 35 m ²)
<input type="radio"/>	<input type="radio"/>	Site Plans – to be scaled and dimensioned showing: <ul style="list-style-type: none"> • Municipal Address and legal description (Lot, Block, Plan) • Property lines • Front, rear and side yard setbacks from property lines • North arrow • Easements and utility right-of-way • Lot grades (including building grades at all corners) • Foundation outline of the principal building and outline of eaves and any other projections • Outline and location of any accessory building • Driveway or parking areas (including width and length of all stalls) • Retaining walls (existing and proposed) • Adjacent municipal streets, sidewalks, curbs and proposed curb cuts • Location of existing or proposed water, sanitary sewer, gas and electrical lines
<input type="radio"/>	<input type="radio"/>	Blueprints – to be scaled and dimensioned showing: <ul style="list-style-type: none"> • Layout of all exterior and interior wall and identify rooms (eg kitchen, living room, bedroom, etc.)

The Development Authority may require additional material/information necessary to properly evaluate the proposed development.

o	o	<p>Detailed letter of intent including:</p> <ul style="list-style-type: none"> • Detailed description of the proposed development and use • Description of products and services • Anticipated on-site operations (indoors and outdoors) • On-site storage • Transportation details including size of vehicles/expected frequency of trips • Number of employees • Hours of operation
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The Development Authority may require additional material/information necessary to properly evaluate the proposed development.

FRONT OF PROPERTY – means that portion of a parcel that lies between the front face of the principal building and the front property line. In the case of a corner lot, the front yard is on the same side as the other lots in the row on the block regardless of the orientation of the principal building.

FUNERAL FACILITY – means development for the preparation of the deceased for burial or cremation and/or for holding funeral services, and may incorporate a crematorium.

FULL CUT-OFF FIXTURES – means lighting fixtures that direct light directly down towards the ground (the luminous intensity at or above an angle of 90° above nadir is zero).

GAS STATION – means a development where gasoline and related fuels are sold, typically including a small retail component. This use does not include a Bulk Fuel Facility.

GOVERNMENT SERVICES – means a use where municipal, provincial or federal government services/programs are provided. Typical development includes cemeteries, police stations, fire stations, courthouses, post offices, municipal offices or social service offices.

GRADING – means the alteration of the grade of a site.

GRADE – (to determine building height) means the approved finished, landscape grade as approved on a grade plan by Engineer for the Town of Redcliff. For lots without an approved grade plan, grade means the grade established by a grade certificate completed by an Alberta Land Surveyor.

GRADE, FINISHED -- means the ground elevation established for the purpose of determining the number of stories and the height of a building or structure. Finished grade, or grade, shall be determined by averaging finished level of the ground adjacent to the foundation of the principal building.

GREENHOUSE – means development for the growing, storage and/or sale of garden, household and ornamental plants, flowers, trees or produce and may include the sale of products grown on-site. This use does not include Cannabis Production and Distribution Facility.

GREEN SPACE – means an area of grass, trees, or other vegetation set apart for aesthetic purposes in an otherwise urban environment.

HARD SURFACE – means an area paved with asphalt or concrete. Landscaping is a separate use.

HOME-BASED BUSINESS TYPE ONE (HBB1) – means a use where business is conducted in a principal building with no visits and employees that reside in the principal building only. Uses are secondary to the residential use of the parcel and do not change the residential appearance of the land and buildings, such as private consulting or other office functions only.

HOME-BASED BUSINESS TYPE TWO (HBB2) – means a use where business is conducted in a principal building with limited weekly visits and up to one non-resident employees that reside in the principal building. Uses are secondary to the residential use of the parcel and do not change the residential appearance of the land and buildings, such as accounting services, small engine repair, music lessons, hairdressers or light fabrication. Day Homes, which are limited to six (6) children are also an acceptable HBB2 use.

HEAVY VEHICLE AND EQUIPMENT SALES AND SERVICE – means a development used for the sale, service, and rental of heavy vehicles, machinery, or mechanical equipment and may include vehicles and equipment used for farming, construction, or oilfield operations. This use does not include Automotive (Sales) or Automotive (Service).

HOTEL/MOTEL – means a use where sleeping accommodation and ancillary services are provided in rooms or suites which may contain facilities for food preparation. This use may incorporate ancillary uses such as an Establishment (Drinking), Establishment (Eating) or Retail (Small).

INDUSTRIAL (LIGHT) – means a use where activities are primarily carried on within an enclosed building and no significant nuisance factor is created or apparent outside an enclosed building. Any development, even though fully enclosed, where, in the opinion of a Development Authority, there is significant risk of interfering with the amenity of adjacent



- e) Above ground fuel storage tanks shall be placed in accordance with the Safety Codes Act and any other applicable regulations in this Bylaw.

Development Permit Requirements

- f) A Development Permit application will respond to the above noted Requirements.

3.11 HOME-BASED BUSINESS TYPE ONE (HBB1)

General Requirements

- a) HBB1 Development is ancillary to the residential use of a principal dwelling and is not allowable in an otherwise unoccupied dwelling.
- b) No activity may be carried on which constitutes a nuisance or annoyance to persons occupying land in the immediate vicinity of the parcel, by reason of traffic, parking, noise, or odours, etc.
- c) Automotive (Service) shall not qualify as HBB1.
- d) Non-Resident employees are not allowed.
- e) Goods, equipment or materials which are not a fire or health hazard may be stored on the site provided the storage of such is contained entirely within the dwelling or a garage.
- f) The use or handling of materials or equipment related to a HBB1 shall not extend outside the period from 7:00 a.m. to 9:00 p.m. on weekdays.
- g) There shall be no customers, including any business-related visitors, at the premises at any time.

Site Requirements

- h) No physical changes to the external appearance of the residential property shall be allowed as a result of the establishment of a HBB1.
- i) No advertising sign regarding a HBB1 shall be allowed on the site.
- j) Only one (1) commercial vehicle of a maximum of one (1) ton capacity related to a HBB1 shall be allowed.

Development Permit Requirements

- k) HBB1 does not require a Development Permit in alignment with Section 2.2, so long as the above noted Requirements are adhered to.
- l) If in the opinion of the Development Authority, the use is or has become detrimental to the amenities of the neighborhood, a stop order shall be issued.

3.12 HOME-BASED BUSINESS TYPE TWO (HBB2)

General Requirements

- a) HBB2 Development is ancillary to the residential use of a principal dwelling and is not allowable in an otherwise unoccupied dwelling.
- b) Automotive (Service) shall not qualify as HBB2.
- c) No activity may be carried on which constitutes a nuisance or annoyance to persons occupying land in the immediate vicinity of the parcel, by reason of traffic, parking, noise, or odours, etc.
- d) One (1) non-resident employee is allowed.
- e) Goods, equipment or materials which are not a fire or health hazard may be stored on the site provided the storage of such is contained entirely within the dwelling unit or garage.
- f) One (1) accessory building or structure may be constructed solely for the purpose of storing goods required for an activity or operation for which a HBB2 permit has been approved.



- g) The use or handling of materials or equipment related to a HBB2 shall not extend outside the period from 7:00 a.m. to 9:00 p.m. on any day.
- h) A maximum of two (2)-customers, including any business-related visitors, may be at the premises at any one time.
- i) Notwithstanding h), a Day Home with up to six (6) children is acceptable.

Site Requirements

- j) No physical changes to the external appearance of the residential property shall be allowed as a result of the establishment of a HBB2.
- k) Only one (1) commercial vehicle of a maximum of one (1) ton capacity related to a HBB2 shall be allowed.

Development Permit Requirements

- l) A HBB2 Development Permit shall only be valid for the address identified at the time of approval.
- m) A Development Permit application will respond to the above noted Requirements and any other information deemed necessary by the Development Authority.
- n) If in the opinion of the Development Authority, the use is or has become detrimental to the amenities of the neighborhood, a stop order shall be issued.
- o) The Development Permit for a HBB2 issued under the provisions of this Bylaw shall only be valid for the period of time the dwelling is occupied by the applicant and as long as the operation is conducted in conformity with the provisions of the Bylaw.
- p) The Development Authority will require proof of consent from the building manager or landowner for those home-based businesses proposed to be operated in multi-unit building and/or rental dwellings.

3.13 RELOCATED BUILDINGS

General Requirements

- a) No person shall relocate any building, make changes in location of a building, or move a building from a site outside to one within the Town unless and until they have obtained a permit from the Development Authority.
- b) Relocated buildings are to be considered a discretionary use in all Districts.

Site Requirements

- c) The design, external finish and architectural appearance of any relocated structure shall be similar to complement the existing structures located on the parcel, and adjacent to the parcel on which is the relocated building is to be located.

Development Permit Requirements

- d) A Development Permit application will respond to the above noted Requirement.
- e) When the Development Authority approves a Development Permit for a relocated building, the Development Authority may require the applicant to pay a fee, or provide a letter of credit or cash deposit in such amount to ensure completion of the Development Permit conditions.
- f) An application to obtain a Development Permit to relocate a building shall be accompanied by:
 - i. photographs showing the elevation of each side of the building to be moved, the floor plan thereof, an accurate description of the present location of the building, the registered owner of the site upon which the building is located and the site to which the building is to be moved,
 - ii. specifications of the structure of the building,
 - iii. a Site Plan showing where the relocated building will be situated including setbacks to any existing buildings and property lines,
 - iv. the existing and proposed use of the building,





DEVELOPMENT PERMIT APPLICATION

Application #: _____

APPLICANT INFORMATION					
Applicant			Property Owner (if different)		
Phone			Phone		
Email			Email		
Mailing Address			Mailing Address		
City	Province	Postal Code	City	Province	Postal Code

LOCATION OF DEVELOPMENT			
Civic Address			
Legal Address	Lot	Block	Plan

DESCRIPTION OF DEVELOPMENT	
<p>Proposed Development:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Proposed Application:</p> <p><input type="checkbox"/> New Residential</p> <p><input type="checkbox"/> Commercial/Industrial</p> <p><input type="checkbox"/> Home Occupation</p> <p><input type="checkbox"/> Permit to Stay</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Change of Use</p> <p><input type="checkbox"/> Sign</p> <p><input type="checkbox"/> Accessory Building</p> <p><input type="checkbox"/> Deck</p> <p><input type="checkbox"/> Demolition</p> <p><input type="checkbox"/> Other (please specify) _____</p>	<p>Proposed Setbacks:</p> <p>Front: _____</p> <p>Left: _____</p> <p>Back: _____</p> <p>Right: _____</p> <p>Land Use District</p> <p>Value of Development</p> <p>Estimated Completion Date</p>



DEVELOPMENT PERMIT APPLICATION

1. Failure to fully complete this form and/or supply the required information may result in a delay of the application process.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any made appeal has been heard and a decision rendered.
4. If a decision has not been issued within 40 days of the date the application is deemed refused. An appeal of the refusal may be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or Business License. Any approvals granted regarding this application does not excuse the applicant from complying with Federal, Provincial, or other Municipal requirements.
7. The Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreement affecting the building and/or lands. The Applicant is still responsible to comply with any and all of these conditions.
8. An authorized person designated by the municipality is allowed to enter subject land and buildings for the purpose of an inspection with respect to this application only. The time and date of inspection to be mutually agreed upon by both parties.

I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.

NAME (please print): _____

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY		Date:
Received by:		
<input type="checkbox"/> Permitted Use <input type="checkbox"/> Discretionary Use – Development Officer <input type="checkbox"/> Discretionary Use - MPC		Designated Use:
Receipt #	Fee:	
		Date Issued:
<input type="checkbox"/> Current Certificate of Title		
Notes: _____ _____ _____		

Personal information collected on this form is collected in accordance with Sections 683, 685, and 686 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection of information, please contact the Town of Redcliff's FOIP Coordinator at 403.548.3618.



Permit #:

This image shows a full page of blank graph paper. The grid consists of thin, light gray horizontal and vertical lines that intersect to form small squares across the entire surface. There are no margins, text, or other markings on the paper.

The Development Authority may require additional material/information necessary to properly evaluate the proposed development.

DEVELOPMENT FEES

The following fees are as per Fees, Rates and Charges Bylaw and are subject to change without notice. The entire Bylaw can be found on the Town of Redcliff's website at www.redcliff.ca.

1. Fees shown are base fees and do not include extra fees for MPC meetings, special MPC meetings, Land Title surcharge, etc. These other fees will be added to the base fee as required.
2. Development fees are based on delivery of the decision within 40 days. This may be shortened to 15 days by paying double fees including a doubling of MPC fees.

Residential

R-GEN Single Dwelling Unit – 1 unit	\$100.00
R-GEN Single Dwelling Unit – Auxiliary Unit (in addition to the base fee for Single Dwelling Unit – 1 unit)	\$150.00
R-GEN Single Dwelling Unit – 2 Units (Duplex/Semi)	\$250.00
R-MED Multi-Unit Dwelling	
Base	\$110.00
Per unit fee	\$55.00
Accessory Buildings – 10 m ² – 35 m ²	\$70.00
Accessory Buildings – Greater than 35 m ²	\$110.00
Additions not creating a new unit	\$110.00
Home-Based Business Type 2	\$75.00
Demolition (if not part of a Development Permit)	\$65.00
Decks	\$75.00
Others as determined by Development Authority	\$110.00

MPC & SDAB

Discretionary Use – MPC – additional fee above regular application fee	\$100.00
Special MPC – additional fee above application and regular MPC fee	\$300.00
Appeal Filing Fee – Subdivision & Development Appeal Board	\$150.00
Variance Fee	\$250.00

Construction Damage Deposit

Residential	\$2000.00
Commercial/Industrial/Institutional/Horticultural	\$5000.00

Note: A construction damage deposit may be taken for development permits issued for principal buildings, accessory buildings, additions, excavations and/or demolition permits.

Work started before permit issuance is subject to double permit fees.



TOWN OF REDCLIFF

P.O. Box 40 - 1 – 3rd Street NE
Redcliff, Alberta T0J 2P0
Phone 403-548-3618
Fax 403-548-6623
Email redcliff@redcliff.ca
www.redcliff.ca

Land Owner Consent

- ☐ Development Permit
- ☐ Building Permit

As the owner of the property described below, I consent to _____
to apply for a Development/ Building Permit for this property, and acknowledge that he/she has
a legitimate interest in the property for the purposes of this application.

Civic Address:			
Legal Description:	Lot	Block	Plan

I acknowledge that I am the owner of the above described property(s).

Property Owner:

Name (please print): _____

Signature: _____ Date: _____



Building Permit Requirements

A Building Permit is an important part of the process, as it will ensure that your project is inspected and that it meets or exceeds the standards as prescribed by the Alberta Building Code, and any other relevant documents.

The following is required to accompany the building permit application:

- Site Plan which shows the following:
 - Legal description of the property
 - Civic address of the property
 - Identification of all roads abutting the property
 - Building footprint with setbacks from property line
 - Identification of all utility right-of-ways and easements within and abutting the property
 - Location and dimensions of existing buildings including front, rear, and side yard setbacks
 - North arrow, scale, and date of drawing
 - Location of utilities
 - Site Grading (if applicable)
- Building Plans which show the following:
 - Top view of your project
 - Front and side elevations of your project
 - Window and door locations
 - What material will be used for construction
 - Details of how the project will be built
 - Scale, date of drawing, legal and civic address

Please note that these are the minimum requirements, and the Town may require more information/ documents to be able to process your application.





Town of Redcliff Building Permit Application

Permit Label

The personal information as part of this application is collected under section 43 of the Safety Codes Act and sections 295 and 303 of the Municipal Government Act and in accordance with section 33 of the Freedom of Information and Protection of Privacy Act. The information collected will be used for issuing permits, safety codes compliance /verification, and monitoring and property assessment purposes. If you have any questions about the collection of information please contact the FOI/PP Coordinator at 403-548-9247.

Owner Information

Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Fax: _____ Email: _____

Contractor Information

Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Contractor Name: _____ Fax: _____ Email: _____

Project Location

Street Address: _____ Tax Roll No: _____
Lot: _____ Block: _____ Plan: _____ Legal: _____ Section: _____ Township: _____ Range _____ W4

TYPE OF OCCUPANCY		TYPE OF WORK		BUILDING AREA	
<input type="checkbox"/> Single Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Farm/Ranch <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Manufactured/Mobile Home <input type="checkbox"/> Other: _____ Description of work: _____ _____	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Relocation/Ready to Move <input type="checkbox"/> Change of Occupancy/Use <input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Basement Development <input type="checkbox"/> Demolition <input type="checkbox"/> Swimming Pool/Hot Tub	<input type="checkbox"/> Garage <input type="checkbox"/> Detached <input type="checkbox"/> <input type="checkbox"/> Attached <input type="checkbox"/> Temporary Structure Removal Date: _____ <input type="checkbox"/> Foundation Type: _____ <input type="checkbox"/> Manufactured/Mobile Home <input type="checkbox"/> Wood Burning/Pellet Stove Fireplace Cert. No: _____ <input type="checkbox"/> Other: _____ _____	<input type="checkbox"/> ft ² <input type="checkbox"/> m ² No. of Storeys: _____ Main Area: _____ 2 nd Floor area: _____ Basement Area: _____ Garage: _____ Deck: _____ TOTAL AREA DEVELOPED: _____ Value of Work: _____		

Permit Applicant's Name (print) _____

Permit Applicant's Signature _____

Homeowner's Signature (homeowner permit only) **Homeowner**
Declarations: By signing this I hereby certify that I own/will own and occupy this dwelling.

FOR OFFICE USE ONLY

Permit Fee: \$ _____	Issuing Officer's Name: _____
Admin Fee: \$ _____	Issuing Officer's Signature: _____
SCC Levy: \$ _____	Designation No.: _____
Total Fee \$ _____	Permit Issue Date: _____

Please contact **PARK INSPECTIONS LTD.** for inspections & Inquiries: 1-800-621-5440

email: contact@parkinspections.com