



TOWN OF REDCLIFF

PO Box 40
Redcliff, AB
T0J 2P0
Phone: 548 - 3618
Fax: 548 - 6623
Email: redcliff@town.redcliff.ab.ca

Requirement List for Home Occupations

The following is a checklist of information and supporting materials which is required in order to properly review the subject application.

1. Completed Development Permit Application form
2. Site plan showing:
 - all structures on property
 - structures which will be used for the home occupation
 - parking areas for vehicles associated with the home occupation and/or clients
3. A letter of intent providing the following information:
 - a detailed description of the home occupation
 - a list of people employed by the home occupation
 - where the home occupation will be conducted in your home (basement, kitchen, spare bedroom)
 - hours and days of operation
 - equipment used to operate the home occupation (business phone, computer, machines, hand tools, heavy equipment, etc.)
 - vehicle(s) associated with the home occupation, including the type and size
 - method of advertising (newspaper, Yellow Pages, word of mouth, flyers, business cards)
 - method of contact with clients or customers (phone, visit client's premises, client visits your home)
 - anticipated number of clients or customers (per day, per week, per month)
 - name of business, if known
4. Fees:
 - Development Permit fee as per current fee schedule

Please note:

- The clarity, legibility, precision, and neatness of the plans submitted help us to process your application efficiently. Any incomplete plans, material or unprofessional drafting standards will not be accepted.
 - Any changes to plans after submission will result in "Re-examination/Re-submission of plans."
 - If you have any questions or require assistance, please contact the Town of Redcliff Planning and Development Department.
 - It is the responsibility of the Applicant to ensure that the work being carried out does not contravene the requirement of restrictive covenants, easements, caveats or any other restriction that may be registered against the property.
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➤ **To obtain a Building Permit, please contact one of the Accredited Agencies from the attached list.**



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Permit Application No.:

Business Name:

Address of Business:

Phone No. :

1. Do you understand and agree to abide by the development standards for home occupations as stated on the back of this document? Yes_____ No_____
 2. Is this your primary occupation? Yes_____ No_____
 3. What is the specific nature of your home occupation? _____
 4. Is the telephone the principal method of conducting business? Yes_____ No_____
 5. Will persons other than immediate members of your family be involved in this business? Yes_____ No_____
 6. Will any work be done at: a. your home Yes_____ No_____
b. another site Yes_____ No_____
 7. Will any goods be displayed or sold on the premises? Yes_____ No_____
 8. Anticipated number of customers at residence? Wk_____ Mth_____
 9. How many vehicles will be used in this business? (Business and/or Personal use)
Car(s) _____ Truck(s) _____ Trailer _____ Size (ton) _____
 10. Do you have off-street parking? (Submit site plan) Yes_____ No_____
 11. Will any materials be stored on site? Yes_____ No_____
- Nature of materials: _____

Signature of Applicant: _____

Date: _____