A top-down view of a wooden desk with various items: a laptop on the left, a smartphone in the center, a notebook with a yellow sticky note on the right, and a pen on a piece of paper at the bottom.

## Residential Home Occupation 2020

# Town of Bassano

The Town of Bassano supports home occupations within the residential districts pending the applicant meets the provisions set out in the Land Use Bylaw (LUB). Home occupations are intended to foster small-scale business and support the diversification of our economy.

It is important that home occupations are compatible within the residential districts. Home occupations that exceed small-scale business ventures or that are not compatible in the residential districts will not be permitted. In these situations, applicants will be encouraged to seek an alternate location to operate their business within a district that is suitable for the development.

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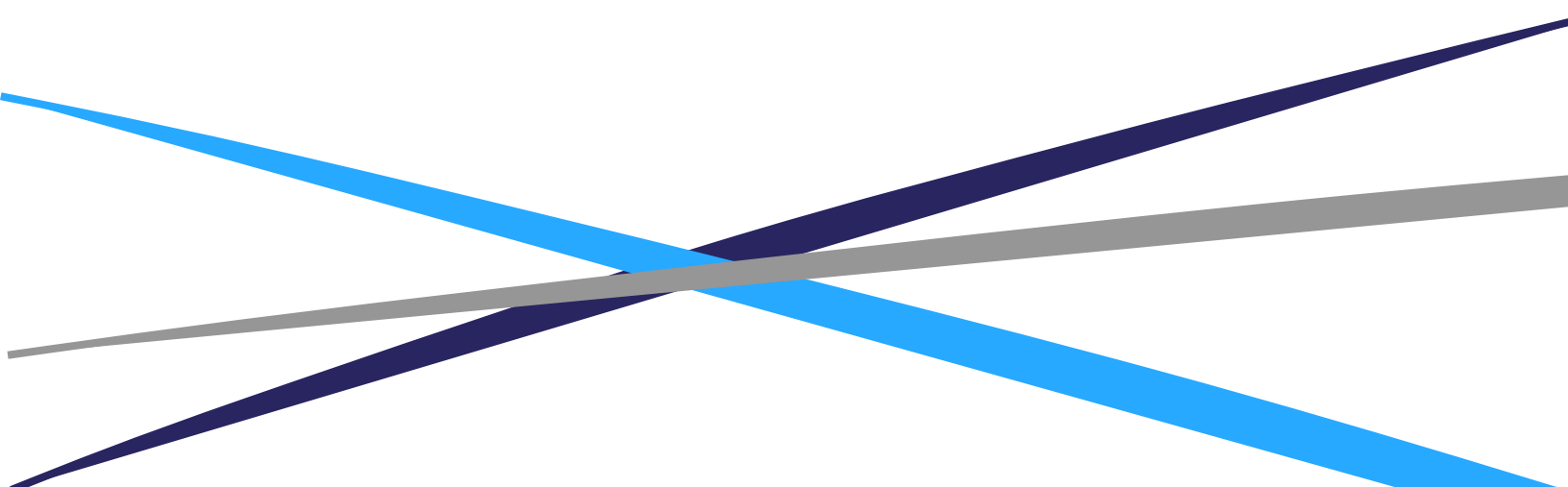
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# Step 1

## Understanding Home Occupations in Bassano

A home occupation means an occupation, trade, profession or craft carried on by an occupant of a dwelling unit as a use secondary to the residential use of a lot, and which does not change the character thereof or have any exterior evidence of such use. In other words, a home occupation is a business operated in home that in most situations would be unknown from the outside of the residence.

*There are two specific types of home occupations outlined in the LUB.*

### Home Occupation 1

A Home Occupation 1 is a small scale, home occupation contained within the principal dwelling that involves:

- Phone and office use only;
- No outdoor storage and/or display of goods; and
- No customer/client visits to the residence.

Examples of a Home Occupation 1 is a phone answering service provider, IT support, or consultant.

### Home Occupation 2

A Home Occupation 2 is more involved any may include:

- The use of a principal structure, garage and/or accessory structure;
- Limited outdoor storage provided that it is screened from view and/or display of goods within the residence, garage or accessory structure;
- Limited volume of on-premise sales; and
- Limited customer/client visits.

Examples of a Home Occupation 2 is a hair dressing service, private investor, or woodshop with sales.

# Home Occupation Standards

Various home occupation standards apply to Home Occupation 1 and Home Occupation 2 developments. Once you confirm the definition of your intended home occupation outlined above, refer to the home occupation standards summary below.

## Home Occupation 1 Minimum Standards

- A home occupation shall be subordinate to the residential use of the dwelling and shall not change the external appearance of the home or structure. There shall be no business activities associated with the home occupation conducted on the lot outside the dwelling or accessory structure.
- Allowance for home occupations are intended to foster small-scale business only.
- The business operator shall be a full-time resident of the dwelling.
- Unless otherwise approved by the Municipal Planning Commission, only one home occupation shall be permitted on the property.
- The home occupation must not generate more vehicle or pedestrian traffic or vehicle parking than normal within a residential district.
- No offense noise, vibration, electrical interference, smoke, dust, odors, heat or glare shall be produced by the home occupation.
- The home occupation shall not cause a higher demand on municipal utilities (e.g. water, gas, garbage, recycling).
- No home occupation shall be permitted, when in the opinion of the Development Authority would materially interfere with or affect the use or enjoyment of neighboring properties.
- Signage advertising for a Home Occupation 1 is limited to one sign located in the structure window up to a maximum of 4 ft<sup>2</sup> in size and must be approved by the Development Authority. This may require the applicant to apply to the Town for a Sign Permit. For more information on sign permits, refer to the sign permit information package.
- Outdoor storage is not permitted.
- The Development Authority may regulate the hours of operation and number of customer visits.
- The development permit for the home occupation use shall be valid only for the period of time the property is occupied by the applicant for such approved use and it not transferrable to another location or another person.
- The issuance of development permit in no way exempts that applicant from obtaining a business license from the Town and any other Provincial approvals that may be required.

## Home Occupation 2 Minimum Standards

- A home occupation shall be subordinate to the residential use of the dwelling and shall not change the external appearance of the home or structure. There shall be no business activities associated with the home occupation conducted on the lot outside the dwelling or accessory structure.
- Allowance for home occupations are intended to foster small-scale business only.
- A Home Occupation 2 shall not be permitted, if in the opinion of the Development Authority, the use would be more appropriately located in a commercial or residential district.
- The business operator shall be a full-time resident of the dwelling.
- Unless otherwise approved by the Municipal Planning Commission, only one home occupation shall be permitted on the property.
- The home occupation must not generate more vehicle or pedestrian traffic or vehicle parking than normal within a residential district.
- No offense noise, vibration, electrical interference, smoke, dust, odors, heat or glare shall be produced by the home occupation.
- The home occupation shall not cause a higher demand on municipal utilities (e.g. water, gas, garbage, recycling).
- No home occupation shall be permitted, when in the opinion of the Development Authority would materially interfere with or affect the use or enjoyment of neighboring properties.
- All signage for Home Occupation 2 must be approved by the Development Authority. This may require the applicant to apply to the Town for a Sign Permit. For more information on sign permits, refer to the sign permit information package.
- The Development Authority may regulate the hours of operation, number of customer visits, outdoor storage and screening/landscape requirements for outdoor storage.
- A Home Occupation 2 development permit may be issued as a temporary permit that may be renewed annually or on a timeline specified in the approval by the Municipal Planning Commission.
- A Home Occupation 2 shall not be approved where a secondary suite has been developed, unless it is proven to the satisfaction of the Development Authority that the amount of traffic generated is limited and adequate parking is available without adversely affecting the neighborhood.
- The development permit for the home occupation use shall be valid only for the period of time the property is occupied by the applicant for such approved use and it not transferrable to another location or another person.
- The issuance of development permit in no way exempts that applicant from obtaining a business license from the Town and any other Provincial approvals that may be required.



# Step 2

## Planning

Before preparing an application request for a Home Occupation 1 or 2, set up a meeting with the Town's development officer to review your proposed development because every development is unique. It is an essential part of the development process to discuss your proposed development with the development officer. Collaboratively, the development officer and applicant can address any potential development concerns before an application is submitted. Open communication at this phase will help expedite the application process. Bring a list of development related questions and a sketch of your proposed site plan to the meeting along with a summary of the narrative as below.

After your initial meeting with the Town's development officer, complete the Home Occupation application. Submit the application along with the site plan (s), narrative and permit fees to the Town's development officer for processing.

- Be advised, after your initial meeting with the development officer, the officer will provide you, the applicant with a list of documents/plans that must be included with the application.



## Step 2a Home Occupation 1 Planning

In most cases, Home Occupation 1 is considered a permitted use within the LUB.

Applying for a Home Occupation 1 permit requires the applicant to plan for all aspects of their development, to complete a home occupation permit application, prepare a one-dimensional site plan and written narrative regarding the proposed occupation. As stated above in Step 1, a Home Occupation 1 is limited to small-scale operations within the principal dwelling.

To plan the development the written narrative must clearly addresses the following:

1. Confirm the principal use of the site (e.g. single-family dwelling). Identify where the proposed home occupation will operate in the dwelling.
2. Define the purpose of the Home Occupation 1 – what is the proposed business? Confirm that the home occupation is for small-scale business only and what municipal services (e.g. change in water consumption, sewerage, garbage and recycling) are required to operate the business.
3. Confirm that the business operator is a full-time resident of the dwelling.
4. Outline how many home occupation businesses are proposed for the site. Unless otherwise approved by the Municipal Planning Commission, only one home occupation is permitted in the dwelling.
5. Prepare a one-dimensional parking plan in accordance with the LUB and outline how vehicle and pedestrian traffic will flow at the site.
6. Confirm that the proposed home occupation will not have any negative adverse affects on the neighboring properties through noise, electrical interference, smoke, dust, odor, heat or glare.
7. Confirm that outdoor storage is not required for the proposed home occupation.
8. Outline the hours of operation of the business and the number of customer visits (if any, as customer visits are not permitted for Home Occupation 1).
9. Outline if the request for a Home Occupation 1 is permanent or temporary.



## Step 2b Home Occupation 2 Planning

*All Home Occupation 2 developments are discretionary as outlined in the LUB.*

Applying for a Home Occupation 2 permit requires the applicant to plan for all aspects of their development, to complete a home occupation permit application, prepare a one-dimensional site plan and written narrative regarding the proposed occupation. As stated above in Step 1, a Home Occupation 2 is limited to small-scale operations that may operate in the principal dwelling, accessory building or garage. It may have limited outdoor storage, a limited volume of on-premise sales and limited customer/client visits. A Home Occupation 2 must be compatible with the surrounding residential neighborhood.

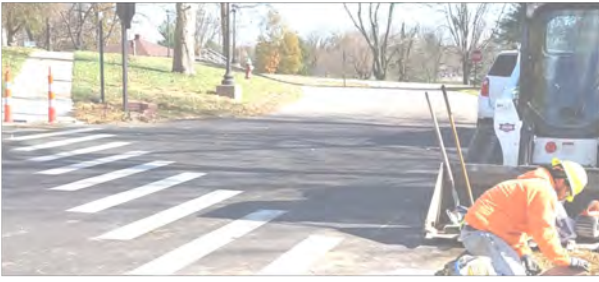
1. Confirm the principal use of the site (e.g. single-family dwelling, single-family dwelling with a secondary suite). Identify where the proposed home occupation will operate at the site.
2. Define the purpose of the Home Occupation 2 – what is the proposed business? Confirm that the home occupation is for small-scale business only and what municipal services (e.g. change in water consumption, sewerage, garbage and recycling) are required to operate the business.
3. Confirm that the business operator is a full-time resident of the dwelling.
4. Outline how many home occupation businesses are proposed for the site. Unless otherwise approved by the Municipal Planning Commission, only one home occupation is permitted at the site.
5. Prepare a one-dimensional parking plan in accordance with the LUB and outline how vehicle and pedestrian traffic will flow at the site.
6. Confirm that the proposed home occupation will not have any negative adverse affects on the neighboring properties through noise, electrical interference, smoke, dust, odor, heat or glare.
7. Confirm the need for outdoor storage – if applicable.
8. Outline the proposed hours of operation of the business and the number of projected customer visits.
9. Outline if the request for a Home Occupation 2 is permanent or temporary.
10. Consider the need for signage for a Home Occupation 2. A sign permit is separate from the Home Occupation permit application. Refer to the sign permit package for more information.

## Supplemental Information for Step 2a and 2b:

To prepare a home occupation permit application, reference the LUB for minimum setbacks, site access, off-street parking, parking requirements and refuse collection.

### Setbacks

Land Use Districts	Specific Use	Minimum Setbacks							
		Front		Secondary Front		Side		Rear	
R1		m	ft	m	ft	m	ft	m	ft
	Single unit, dwelling <sup>(a)</sup>	7.6	25	3.8	12.5	1.5	5	4.5	15
	2 unit	7.6	25	3.8	12.5	1.5	5	4.5	15
	Accessory building	7.6	25	3.8	12.5	1.5	5	1.5	5
	All other uses	As required by the MPC							
R2									
	Single unit, dwelling <sup>(a)</sup>	7.6	25	3.8	12.5	1.5	5	4.5	15
	2 unit	7.6	25	3.8	12.5	3.0	10	4.5	15
	3-unit & 4-unit	7.6	25	3.8	12.5	3.0	10	4.5	15
	Row (interior unit)	7.6	25	common wall		common wall		4.5	15
	(end unit)	7.6	25	3.8	12.5	3.0	10	4.5	15
	Apartment	7.6	25	3.8	12.5	3.0	10	4.5	15
	Senior citizen housing	7.6	25	3.8	12.5	3.0	10	4.5	15
	Accessory building	7.6	25	3.8	12.5	1.5	5	1.5	5
	All other uses	As required by the MPC							
RM									
	Single unit, dwelling <sup>(a)</sup>	7.6	25	3.8	12.5	1.5	5	4.5	15
	Manufactured home	7.6	25	4.5	15	1.5	5	4.5	15
	Manufactured home community	As required by the Development Authority							
	Accessory building	7.6	25	3.8	12.5	1.5	5	1.5	5
	All other uses	As required by the MPC							



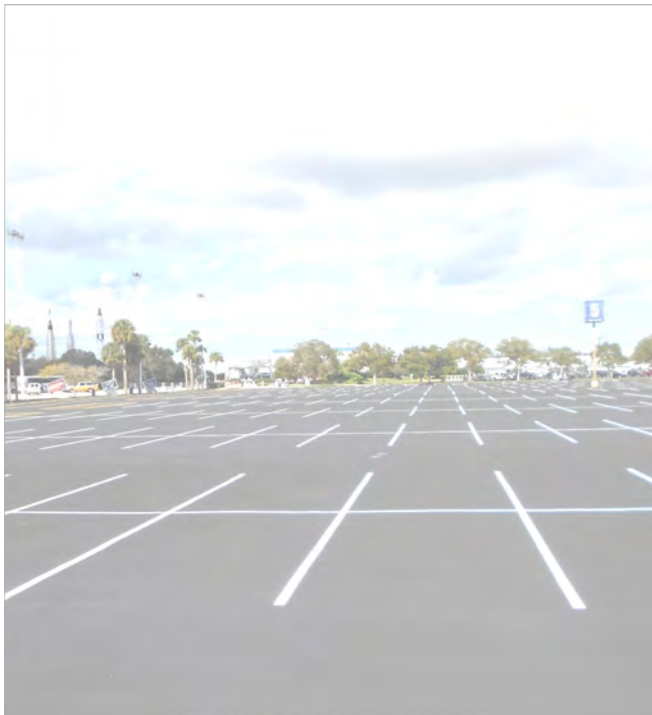
### Site Access

Every development must have proper site access from a public roadway. Include a site access plan with your development permit application. Corner lot provisions may apply.

### Driveways, Off-Street Parking Requirement and Design Standards

All residential developments must follow the driveway, off-street parking requirements and design standards outlined in Schedule 6 of the LUB.

- Schedule 6 addresses vehicular access on corner lots, off-street parking pads, driveway dimensions and more.



### Parking Requirements

A parking plan is a requirement for all residential developments. All parking must be *off-street*. Municipal lands cannot be designated for parking because the land is public (meaning it may be used by everyone). For simplicity, the LUB provides a table that outlines the number of parking stall requirements based on the building type (see Schedule 5). The type of development will determine the detail of the parking plan which may include:

- Minimum number of off-street parking (must be included with every development plan).
- Barrier-free parking plan (if applicable).

Off-street parking is not permitted on boulevards at any time.

### Refuse Collection

A refuse collection plan must be included with the permit application. Refer to Schedule 5 of the LUB for minimum refuse collection requirements.



# Submission Checklist

Use the checklist provided to confirm that you have met the minimum requirements to submit your request for a Home Occupation 1 or Home Occupation 2.

## Home Occupation 1

	Fill out the Home Occupation permit application in its entirety.
	Attach a Certificate of Title from the lands (1-year or newer)
	Attach a written narrative that clearly addresses each of the items listed under the Step 2a – Home Occupation 1 Planning
	Attach a conceptual design of the site including all buildings and structures (current or proposed, where applicable)
	Attach a site access and parking plan (where applicable)
	Attach a refuse collection plan (where applicable)
	Submit your development permit application with the applicable fee to the Town of Bassano's development officer for processing.

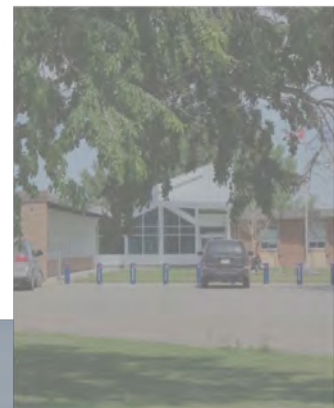
## Home Occupation 2

	Fill out the Home Occupation permit application in its entirety.
	Attach a Certificate of Title from the lands (1-year or newer)
	Attach a written narrative that clearly addresses each of the items listed under the Step 2b – Home Occupation 2 Planning
	Attach a conceptual design of the site including all buildings and structures (current or proposed)
	Attach a site access and parking plan (where applicable)
	Attach a refuse collection plan (where applicable)
	Attach an outdoor storage plan (where applicable)
	Submit your development permit application with the applicable fee to the Town of Bassano's development officer for processing.



# Additional Information

- The information presented in this package is subject to change. The information provides a general overview and may not address every development matter. It is intended to be used as a guideline. There are other aspects of the LUB that may impact your development. Always remember to request a preliminary meeting with the development officer prior to submitting a development permit application.
- Residential developments could be impacted by other statutory plans as a result of their proposed location to include (but not limited to), the Municipal Development Plan and the Inter-Municipal Development Plan.
- Your development may also be impacted by other legislation governed by provincial or federal regulators such as Alberta Transportation or Alberta Environment and Parks. It is your responsibility to ensure that any other legislation is reviewed in advance to prevent delays in your development. Obtaining a development permit from the Town is once step in the overall process.
- All construction sites must be secured. Excavations must be fenced, and precaution signs posted. Unauthorized personnel are not permitted on construction sites. Contractors are reminded that members of the general public do not represent municipal employees and are not permitted to be onsite.
- A civic address is required on the front and rear of all properties in accordance with the Town's Fire Bylaw.
- A fire permit must be obtained from the Town in accordance with the Town's Fire Bylaw is planned for at the development.



## Fees

### Permit Fees

#### Home Occupation 1

Permitted Use	\$50.00
Discretionary Use	\$150.00

#### Home Occupation 2

Permitted Use—discretionary application	\$150.00
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*Additional fees for commencement of a development without a permit are applicable. Fees are non-refundable even if the application is rejected.*

***The turnaround time on development permit applications is dependent upon the completeness of your application. Therefore, all applicants are encouraged to set up a preliminary meeting with the development officer prior to submitting a development permit application so that any questions may be answered in advance – this saves us all time, money and energy.***



## Business License

- If you are operating a business in the Town of Bassano, you must obtain a business license from the Town and pay the applicable fee to operate. Business licences are valid for one-year (January 1 – December 31) regardless of when you purchase the license.
- Business license fees \$70.00 for in-town/local businesses and \$120.00 for out of town businesses.
- All contractors and subcontractors are required to obtain a business licence from the Town prior to the commencement of any work.



## Other Permits

Once you have received an approved **Development Permit** you are required to submit discipline permits to Superior Safety Codes:

- Building permit application
- Electrical permit application (if applicable)
- Plumbing permit application (if applicable)
- Gas permit application (if applicable)
- Sewer permit application (if applicable)

Superior Safety Codes enforces the Alberta Building Code on behalf of the Town of Bassano. All discipline permits have associated fees. For information on the Alberta Building Code, or to apply for discipline permits:

P: 1-866-999-4777

E: [info@superiorsafetycodes.com](mailto:info@superiorsafetycodes.com)

W: [superiorsafetycodes.com](http://superiorsafetycodes.com)

*Development takes time. The Town of Bassano is committed to working with all investors to ensure the development process is as seamless as possible. This requires open communications from the start of the process until the end of the process.*

# Development Officer Contact Information

Town of Bassano

Attention: Amanda Davis

502 – 2<sup>nd</sup> Avenue

P.O. Box 299

Bassano, AB T0J 0B0

P. 403-641-3788

E. [cao@bassano.ca](mailto:cao@bassano.ca)

W. [www.bassano.ca](http://www.bassano.ca)

R. Land Use Bylaw (LUB) 845/13

“Our vision is to be the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live, work and play.”