

# CONTACTS

 Town of Bassano  
 Amanda Davis  
Development Officer  
 403-641-3788  
 cao@bassano.ca

 Superior Safety Codes  
 1-888-717-2344  
 [www.superiorsafetycodes.ab.ca](http://www.superiorsafetycodes.ab.ca)

## CONTRACTORS & CONSTRUCTION

Bassano Building Centre Ltd.  
403-641-4000

Chance Built Ltd.  
403-376-0765

Hillside Excavating Inc.  
403-641-2198

Rob Woodstock  
403-835-2924

RyBar Contracting  
403-501-9265

## ELECTRICAL, GAS, PLUMBING & HEAT

Bassano Plumbing and Heating  
403-641-3602

Matrix Electric  
403-641-4645

Ric's Electric  
403-641-3563

SSM Heating and Air Conditioning Ltd.  
403-641-3179

## FINANCE

ATB Financial  
403-641-3041

Connect First Credit Union  
403-641-0002

## RETAIL SALES

Creaky Floor Hardware Store  
403-641-3783



# Residential Home Occupation

## Permit Guide



# TABLE OF CONTENTS

<b>03</b>	Definitions	<b>14</b>	Step 4—Final Submission
<b>04</b>	Welcome	<b>16</b>	Step 5—Discipline Permits
<b>05</b>	Steps	<b>16</b>	Step 6—Begin
<b>06</b>	Step 1—Guidelines	<b>17</b>	Keep it Local
<b>11</b>	Step 2—Draft Application	<b>18</b>	Timeline
<b>13</b>	Step 3—Meet With Development Officer	<b>20</b>	Contacts

## Disclaimer

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 Land Use Bylaw #921/21 that may impact your development.

## Variance and Discretionary Use Applications ONLY

Some discretionary use applications are referred to the Municipal Planning Commission (MPC) for consideration. The MPC may approve a development permit with or without conditions, or it may refuse to approve the development permit, stating reasons.

## Receive Notice of Decision

A Notice of Decision indicates that the permit has been approved and will include an outline of any permit conditions.

## 14 Day Appeal Period Begins

Residents of the Town may appeal the Notice of Decision within 14 days of it being publicly posted.

## Permit Expiry Date

Your Permit will expire 12 months after the approval date.

## Application Processed

The application will be processed by the Development Officer for approval.

## Discipline Permits

If required prepare discipline permits and submit to Superior Safety Codes.

## Notice of Commencement

21 days after the Notice of Decision is publicly posted the applicant will receive a Notice of Commencement indicating the development may commence.

# TIMELINE

## START

Get your ideas on paper!

1

## Prepare

Gather questions, concerns, and details about your Home Occupation for your meeting with the Development Officer. Bringing a draft application is also highly recommended.

2

## Plan

Set a meeting with the Development Officer.

3

## Collaborate

Meet with the Development Officer and discuss your Home occupation plans.

4

## Gather

Assemble documents requested in the meeting by the Development Officer.

5

## Receive Notice of Completeness (NOC)

The Development Office shall send the NOC within 20 days of receiving the application. If you receive a Notice of Deficiencies your application was not complete and cannot be processed.

6

## Complete & Submit

Complete and submit a permit application along with fees owing.

7

# DEFINITIONS

## Home Occupation

A Home Occupation is an occupation, trade, profession, or craft carried out by a resident in their home as a use secondary to the residential use of the lot. The Home Occupation must not change the character of the lot or have any exterior evidence of the secondary use.

There are two types of Home Occupations, a Home Occupation 1, and a Home Occupation 2, each will be explained throughout the guide.

## Land Use Bylaw (LUB) #921/21

A Town bylaw that regulates the use, conservation and development of land, habitat, buildings, and signs in pursuit of the objectives of the Town's statutory plans.

## Notice of Commencement

Receiving a notice of commencement means you may now start your development.

## Notice of Completeness (NOC)

Receiving a NOC means your permit application is complete and will be processed.

## Notice of Decision (NOD)

Receiving a NOD means your permit has been approved.

## Notice of Deficiencies

Receiving a notice of deficiencies means your permit application was not complete and cannot be processed.

## Permitted Use

Allowed activities defined by the LUB.

## Principal Building

A building which is the primary use of the lot.

## Variance Use

Activities that deviate from allowed activities outlined in the LUB.



# WELCOME

Lets Get Started on Your Permit!

This guide will help you prepare your permit application. Keep in mind, this is a general permit guide – additional information may be required based on your specific needs.

## WHY DO I NEED A DEVELOPMENT PERMIT?

The permit process focuses on making certain that developments align with the rules and regulations set out in the LUB. The permit process is implemented to ensure the **safety and health** of our community, as well as to aid in creating **meaningful and highly valued spaces**.

All land in Bassano is divided into districts (also referred to as zones). Each district has its own set of development rules. The LUB lists these rules, which were established in part to ensure that everyone has an opportunity to seek approval for a development project or to express concerns about a project.

A permit confirms that all rules and planning policies have been considered. The Town supports Home Occupation uses. Home Occupations contribute to business growth and service delivery in our community. By working together, we can help guide you towards the appropriate Home Occupation uses that complement the residential districts.

## IMPORTANT FACTS



Once you receive a permit for a Home Occupation, it remains with the property under the name of the applicant pending there is no operational charges. A temporary permit may need to be renewed annually or on a timeline specified by the Development Authority.



# KEEP IT LOCAL

Do you need help financing your home improvement plans? Have you considered the use of local tradespeople and suppliers? Our local banks, building stores, and tradespeople are here to help. We have everything you need.

Check out the business directory at [www.bassano.ca](http://www.bassano.ca) or the Contacts page for more information.

## BUSINESS LICENCES



A business license is required to operate a business in Bassano.

- In-town \$70/annum
- Out-of-town \$120/annum

All contractors and subcontractors are required to obtain a business license from the Town prior to the commencement of any work.

## STEP 5

### Discipline Permits

### Superior Safety Codes



Depending on the type of Home Occupation, discipline permits may be required. The Development Officer will confirm if you require discipline permits when you receive your Notice of Decision. Discipline permits may include building, plumbing, gas, or electrical and are issued by Superior Safety Codes.

## STEP 6

Once your permits are approved you may begin your development.



### IMPORTANT FACTS



A civic address is required on the front and rear of all properties in accordance with the Fire bylaw #885/19. A civic address is also required on the side of a corner lot.

## STEPS

STEP 1

Review the Permit Guide.

STEP 2

Prepare your draft permit application (fill out the application form, draw your site plan, and explain in writing all the facts about your development). Know your land use district. This package is for the residential districts only.

STEP 3

Set up a meeting with the Development Officer to review your draft application. We invite you to contact the Town Office if you have questions while you are working through your draft application (403-641-3788)

STEP 4

After the Development Officer reviews your draft application, they will provide a checklist if additional information is required. If everything is complete, you will pay the permit fee and the Development Officer will process your application.

STEP 5

Depending on the type of Home Occupation permit you apply for, there may be a requirement to obtain discipline permits (building, plumbing, gas, or electrical) from Superior Safety Codes.

STEP 6

Once you have your permits, you can begin your development.

# STEP 1

## Review the Guidelines

The Guidelines section provides you with an overview of the LUB and sections that apply to residential Home Occupations. It is important to understand the requirements of a Home Occupation when you start to plan your project.

### What is Home Occupation?

A Home Occupation is an occupation, trade, profession, or craft carried out by a resident in their home as a secondary use. The Home Occupation must not change the character of the lot or have any exterior evidence of the secondary use.



### What is Permitted?

- Home Occupation 1 is permitted in all residential land use districts.
- Home Occupation 2 is permitted in the R3 land use district and is discretionary in all other residential land use districts.



## HOME OCCUPATION 2

### Document Checklist

A completed permit application
A completed one-dimensional site plan
A completed written description of the development
If required by the Development Officer, a Certificate Title from the lands (1-year or newer)
A site access and parking plan (where applicable)
An outdoor storage plan (where applicable)
A solid waste (garbage) collection plan (where applicable)
Submit your permit application with the applicable fees to the Town's Development Officer for processing

## Development Permit Fees

	Permitted Use	Discretionary Use
<b>Home Occupation (1 &amp; 2)</b>	\$50.00	\$150.00

*Please Note: Additional fees for commencement without a permit are applicable.*

## STEP 4

# Final Submission

### HOME OCCUPATION 1

#### DOCUMENT CHECKLIST

	A completed permit application
	A completed one-dimensional site plan
	A completed written description of the development
	If required by the Development Officer, a Certificate Title from the lands (1-year or newer)
	Submit your permit application with the applicable fees to the Town's Development Officer for processing

#### IMPORTANT FACTS



The Town of Bassano is **here to help** with your permitting needs. Call or visit us today!

# What are the different types of Home Occupations?

## Home Occupation 1

A small-scale business contained within the principal dwelling unit that involves:

- No customer or client visits.
- No associated commercial or work vehicles parked onsite and no outdoor storage.
- Signage advertising a Home Occupation 1 is limited to one sign up to a maximum of 0.4m<sup>2</sup> (4ft<sup>2</sup>) in size, located in the window of a principal dwelling unit or accessory structure.

Examples of a Home Occupation 1 include: phone answering services, IT support, or consulting.

## Home Occupation 2

A more involved business contained within the principal dwelling unit that involves:

- Designated parking stalls.
- An associated vehicle that has a designated parking stall on site. The vehicle cannot be over 5,500 kilograms. The Development Officer may regulate the number, size, storage, and screening of work vehicles.

# Home Occupation 2 Continued



- Signage is limited to one of the following types:
  - \* One (1) sign, up to a maximum of 0.6 m<sup>2</sup> (6 ft<sup>2</sup>) in size, located in the window of a principal dwelling or accessory structure; or
  - \* One (1) freestanding sign, up to a maximum of 0.6 m<sup>2</sup> (6 ft<sup>2</sup>) in size, and a maximum height of 1.2 m (4 ft), and placed a minimum of 0.7m (2.5 ft) from a front, secondary front, and/or side property line; or
  - \* One (1) shingle sign, up to a maximum of 0.4 m<sup>2</sup> (4 ft<sup>2</sup>) in size, placed on a principal dwelling or accessory structure.
- A Home Occupation 2 permit may be issued as a temporary permit that may be renewed annually or on a timeline specified in the approval by the Development Authority
- A Home Occupation 2 must not be approved where a backyard suite or secondary suite has been developed, unless it is proven to the satisfaction of the Development Authority that the amount of traffic generated is limited, adequate parking is available without adversely affecting the neighborhood, and servicing capacity can support the additional use.

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, what items are required for outdoor storage and how they will be screened from neighboring properties – 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.

## Home Occupation 1 & 2 Guidelines

- A Home Occupation can operate only when there is a permitted primary use on the lot. For example, in the residential district, there must be an occupied residence in the home before a Home Occupation is considered. A Home Occupation may operate within the home, a garage, or an alternate accessory structure. The Home Occupation shall not change the characteristics of the residential district.
- Allowances for Home Occupations are intended to foster small-scale business. Home Occupations will be required to relocate to a suitable commercial or industrial district when they become incompatible with a residential area or become unsuitable as a Home Occupation.

### STEP 3

#### Meet with the Development Officer

To set you up for success, after you fill in your draft development permit application (Step 2) for a Home Occupation, contact the Town Office to set up a meeting with the Development Office to review the application.

The Development Officer will complete a preliminary review of your draft application to ensure it meets the minimum bylaw requirements and advise of any required changes. If no changes are needed, you can submit the final submission with the applicable permit fee.





## Home Occupation 2

To prepare a draft application for a Home Occupation 2, the applicant must plan for all aspects of the development. This includes a one-dimensional site plan, a parking plan, and a written description of the development regarding the proposed business.

A Home Occupation 2 must be compatible with the surrounding residential neighborhood. The written description must address the following (remember to refer to the General Guidelines section):

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 Development Authority, 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.

- The business operator must be a full-time resident of the dwelling.
- Unless otherwise approved by the Development Authority, not more than one Home Occupation is permitted on a lot.
- The use must not generate more vehicular or pedestrian traffic and vehicular parking than normal within the district.
- No offensive noise, vibration, electrical interference, smoke, dust, odors, heat, or glare must be produced by the use.
- No Home Occupation shall cause an increase in the demand placed on utilities (water, sewer, garbage, etc.) such that the combined total consumption for a dwelling and its Home Occupation exceed the normal demand for residences in the area.
- Home Occupations must not include any use that would, in the opinion of the Development Authority, materially interfere with or affect the use or enjoyment of neighboring properties.
- The Development Authority may regulate the days and hours of operation, the number of customer visits, the number of employees, outdoor storage and screening and landscaping requirements for outdoor storage, and any other conditions that will ensure there are no impacts on neighboring properties.
- Any changes to an approved Home Occupation require the approval of the Development Authority.
- The permit will be valid only for the period the property is occupied by the applicant for such approved use, unless a temporary permit is issued, and is not transferable to another location or another person.
- The issuance of a permit in no way exempts the applicant from obtaining a business license from the Town and any other Provincial approvals that may be required.



# WRITTEN DESCRIPTION



The following information must be provided in the written description when applying for a Home Occupation (1 and 2):

- Description of the type of business proposed for the Home Occupation
- Proof of ownership or residency
- Description of the business
- Materials, equipment, and/or vehicles to be used
- Expected number of client visits per day
- Number of parking spaces on the property
- Type of signage proposed
- Whether the sale of goods is proposed and if so, what volume per day
- If outdoor storage is proposed (describe the outdoor storage)
- Any other information the Development Authority may require to determine the category of Home Occupation

Refer to the chart below to learn about what type of equipment and signage is permitted for a Home Occupation:

Impact	Home Occupation 1	Home Occupation 2
Commercial Vehicles	None	1
Commercial Trailers	None	1
Outdoor Storage	None	Development Authority's discretion.
Client Visits	None	As required by business or at the Development Authority's discretion.
Signage	1 Window	1 window, 1 shingle, or 1 freestanding.
Off-street Parking	None Required	1 or at the Development Authority's discretion.

## STEP 2 Prepare Your Draft Application

### Home Occupation 1

In most cases, Home Occupation 1 is considered a permitted use within the LUB. To prepare a draft application, a one-dimensional site plan is and written description regarding the proposed business is required (remember to refer to the General Guidelines section above):

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 principal dwelling.
4. Outline how many Home Occupation businesses are proposed for the site. Unless otherwise approved by the Development Authority, only one Home Occupation is permitted in the dwelling.
5. 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.
6. Confirm that outdoor storage is not required for the proposed Home Occupation.
7. 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).
8. Outline if the request for a Home Occupation 1 is permanent or temporary.