

**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? \_\_\_\_\_

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?

Development Permit #: \_\_\_\_\_

Application Date: \_\_\_\_\_

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://aww.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 conditons 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: _____ Appeal Meeting Date: _____ Notification Date: _____
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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, permit fee and plans may cause delays in processing this Development Application.
4. An Application for a Development Permit shall be deemed to be refused when the decision of the Development Authority is not made within forty (40) days of receipt of the completed application, or within such an extended time period as agreed to in writing between the applicant and the Development Authority.
5. Any questions related to the collection and use of this permit information should be referred to the Records Management & FOIP Coordinator at [foip@blackfalds.com](mailto:foip@blackfalds.com) or by phone at 403.885.6370.

**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.

Once a development permit has been issued, it remains in effect until:  
i) it expires, in cases where the Development Permit was issued for a limited period of time  
ii) It expires, because of failure to commence Development  
iii) it is cancelled or suspended

**Development Permit #:** \_\_\_\_\_

**Application Date:** \_\_\_\_\_

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](mailto:access@blackfalds.ca) or by phone at 403.885.6370.