

What is a Home Occupation?

Home Occupation means the use of a Dwelling, Garage, or Shed by the occupant of that Dwelling for a business, trade or profession. The following businesses or uses are prohibited as a Home Occupation:

- (i) Adult Establishments;
- (ii) businesses that are or should be licensed under the Escort Service Bylaw;
- (iii) animal breeding or kennels;
- (iv) Vehicle modification or servicing (including autobody work, Vehicle painting, Vehicle repairs, and Vehicle or equipment storage or cleaning);
- (v) Industrial Operations (including sheet metal work, welding, upholstery work, carpentry, or cabinet making);
- (vi) retail uses.

Home Occupation, Minor means a Home Occupation that does not exceed a Gross Floor Area of 10 m² , is considered a home office, and with no more than one business related Vehicle visit per week.

Home Occupation, Major means a Home Occupation that does not exceed a Gross Floor Area of 30 m² .

Home Occupation Guidelines (excerpt from the Land Use Bylaw No. 4168)

6.1.6 RULES FOR HOME OCCUPATIONS

(i) A Home Occupation Development Permit may be for a Home Occupation, Minor or for a Home Occupation, Major and may be issued only in respect of a Dwelling.

(ii) A Home Occupation:

- (1) must not conflict with or alter the residential character of the area of the District in which it is located;
- (2) must be carried on in a manner that is incidental and subordinate to the principal use of the Development as a Dwelling, and
- (3) must not create a risk of harm to the health or safety of any person or a risk of adverse impact on nearby Sites including without limitation: excessive noise, on-street parking congestion, and vehicle traffic above the norms for a residential area.

(iii) Without limiting the generality of section 6.1.6(ii):

- (1) not more than two Home Occupations may be carried on in a Dwelling, of which not more than one may be a Home Occupation, Major;
- (2) all aspects of a Home Occupation, including storage of any materials, tools, products or equipment associated with the Home Occupation, must be carried on inside a Dwelling, a Garage, or a Shed; and,
- (3) retail sales of any goods is prohibited, unless it is incidental and related to the service provided by the Home Occupation.

All home occupations are considered a discretionary use in the following districts:

R-LD (Low Density Residential), R-MD (Medium Density Residential), MU (Mixed Use), MU-D (Downtown Mixed Use), HC (Historic Clay), CS (Community Services), FUD (Future Urban Development).

APPLICATION FOR HOME OCCUPATION DEVELOPMENT PERMIT

NAME OF BUSINESS: _____

APPLICANT INFORMATION:

LAST NAME: _____ FIRST NAME: _____

HOME ADDRESS: _____ CITY: _____

PROV.: _____ POSTAL CODE: _____ PHONE NUMBER: _____

1. HAVE YOU READ THE HOME OCCUPATION REQUIREMENTS OF THE LAND USE BYLAW #4168?
___ YES ___ NO
2. ARE YOU THE OWNER OF THIS PROPERTY?
___ YES ___ NO → Attach a permission letter from your landlord / agent / condo association.
3. DESCRIBE THE BUSINESS OPERATION:

4. IS THERE ANOTHER HOME OCCUPATION APPROVED FOR THIS DWELLING UNIT?
___ NO ___ YES → Type of Home Occupation: _____
5. WILL ANY GOODS, MATERIALS, OR EQUIPMENT ASSOCIATED WITH THE HOME OCCUPATION BE STORED AT THIS ADDRESS?
___ NO ___ YES → Describe the type of goods, materials or equipment stored:

IF YES TO QUESTION 5: Where will these be stored?

6. HOW MUCH TOTAL AREA IS DEVOTED TO THE HOME OCCUPATION, FOR STORAGE, WORKAREA, AND /OR OFFICE SPACE? (Do not include vehicle storage)
___ up to 10m² / 108ft² OR ___ over 10m² but not exceeding 30m² / 323ft²
7. WILL CUSTOMERS BE ATTENDING YOUR RESIDENCE?
___ NO ___ YES → How many per week? _____

NOTE: No more than 15 customer/client visits are allowed per week and must be by appointment only

IF YES TO QUESTION 7, WILL YOU HAVE MORE THAN ONE CUSTOMER AT A TIME AT YOUR RESIDENCE?
___ NO ___ YES → How many at once? _____

IF YES TO QUESTION 7, DO YOU HAVE OFF STREET PARKING FOR ALL CUSTOMERS?
___ YES ___ NO → Where will they be parked? _____

8. WILL THERE BE ANY OFF-SITE EMPLOYEES WHO WILL ATTEND THE HOME?

___ NO ___ YES How many? _____

IF YES TO QUESTION 8, DO YOU HAVE OFF-STREET PARKING FOR ALL EMPLOYEES?

___ YES ___ NO → Where will they be parked? _____

9. ARE THERE ANY COMMERCIAL VEHICLES (INCLUDING TRAILERS) ASSOCIATED WITH THE HOME OCCUPATION THAT ARE KEPT AT THIS PROPERTY?

___ NO ___ YES → How many? _____

IF YES TO QUESTION 9, List vehicle(s) (includes trailers) with gross vehicle weight:

IF YES TO QUESTION 9, DO YOU HAVE OFF-STREET PARKING FOR ALL VEHICLES(S) AND/OR TRAILER(S) PARKED ON-SITE?

___ YES ___ NO → Where will they be parked? _____

NOTE: THIS APPLICATION MAY BE SUBJECT TO A SITE INSPECTION PRIOR TO A DECISION.

I, _____, DO HEREBY STATE THAT:

(NAME OF APPLICANT – PLEASE PRINT)

- a) I agree to abide by all provisions of the City of Medicine Hat Licensing Bylaw #2339, Land Use Bylaw #4168 or any other City Bylaw pursuant to which permits or approvals are issued;
- b) I acknowledge a new Home Occupation Questionnaire and all applicable fees are required every time I move, intensify the use, or if any of the information in this application changes;
- c) I declare that all information given by me on this application is true and correct. I make this declaration knowing that it is the same force and effect as if made under oath.

SIGNATURE OF APPLICANT

DATE OF APPLICATION

<p>The personal information on this form is collected under the authority of section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> (FOIP) to assess all matters relevant to your application for this license. The information collected shall be used by the City of Medicine Hat for the following purposes: (a) issue, renew or transfer license; (b) refuse to issue, renew or transfer a license; (c) revoke or suspend a license or any appeal initiated by an applicant for any decision related to an applicant's license. If you have any questions regarding the collection, use, or disclosure of your personal information please contact the City Clerks Department at 403-529-8115</p>
