



Town of Grimshaw
Box 377
Grimshaw AB T0H 1W0
780-332-4626 Fax 780-332-1250

LAND FILE NO.: _____

PERMIT NO.: _____

**DEVELOPMENT PERMIT APPLICATION
HOME BASED BUSINESS**

This is not a BUSINESS LICENSE APPLICATION. This is an APPLICATION FORM only and does not authorize the commencement of the Home Based Business.

Business Name: _____

Applicant Name: _____

Mailing Address: _____

Town/City/Province: _____ Postal Code: _____

Contact Numbers: Home _____ Business: _____

Cell: _____ Email: _____

Signature of Applicant: _____ Date: _____

Registered Owner: _____
(if Applicant is other than owner)

Mailing Address: _____

Town/City/Province: _____ Postal Code: _____

Contact Numbers: Home _____ Business: _____

Cell: _____ Email: _____

Legal Description: Lot: : _____ Block: _____ Plan: _____

Address of Proposed Business: _____

Type of Business: _____

Please explain the nature of the business/operation: _____

General Questions Regarding the Home Based Business

What type of materials would be stored at your home (if any), how much would be stored and would external storage be required?

What is the floor area proposed to be used for the business? _____

How many people would be employed at the residence other than yourself (if any)? _____

What would the hours of operation be for the home based business? _____

How many clients/customers would visit your residence during an average day/week? _____

How many clients/customers would visit your home at one time? _____

How much traffic would be generated per day/week associated with staff, customers/clients and delivery vehicles? _____

Where would parking be provided for clients/customers and delivery vehicles? _____

Would you wish to display any signage on the property relating to the home based business? _____

If yes, the sign must be no greater than 0.6 metres x 0.6 metres (2 feet x 2 feet) and located in the front yard or attached to the residence.

Additional Requirements

- Application Fee \$60.00
- Letter of support from the owner of the property (if you are not the owner).

The above list is a generalized list of requirements. The Development Officer may require additional information (see the Land Use Bylaw).

A separate DECISION NOTICE will be issued once your application has been processed. Please allow Forty (40) days for the processing and issuance of a decision on your application after receiving a Notice of Complete Application, unless extended by a written agreement between you and the Development Officer.