

# HOME OCCUPATION

## *Planning & Development | Town of High River*

This information sheet provides basic information on how to get your home occupation permit and business license. The information is a simplification of the [Land Use Bylaw](#). In the event of any discrepancy/omission, the Land Use Bylaw takes precedence.

Pre-application meetings are **not required** for a Home Occupation Permit. However, if you would like to speak with the Planning & Development Services Division before submitting your application to discuss any concerns, please contact us at 403.652.2110 or at [planning@highriver.ca](mailto:planning@highriver.ca) and we would be pleased to assist you.

Staff reserve the discretion to require a pre-application meeting if staff believe that the complexity of the application warrants it.

Staff will determine for you whether your home occupation proposal is “major” or “minor”. Regardless of whether the home occupation is major or minor, we ask that you fill in the Home Occupation application form (found at [highriver.ca/development-permits](http://highriver.ca/development-permits)). **The Town will not require a payment for minor applications** and will keep the application form on file for information tracking purposes. If staff determine that your proposed home occupation is major, you will submit the Home Occupation application form, the fee, and all requirements (unless otherwise discussed with staff). **The Town does NOT accept incomplete applications.**

If any part of the application does not comply with the [Land Use Bylaw](#) (at the Town’s discretion), you will be required to either revise the application or apply for a variance application (found at [highriver.ca/development-permits](http://highriver.ca/development-permits)) which costs \$175 as per the [Rate Bylaw](#).

Once your Development Permit is issued, you may then apply for your business license at [businesslicense@highriver.ca](mailto:businesslicense@highriver.ca).

*Please note that “Day Homes” do not require development permits even though they involve clients coming to the home.*

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Planning & Development Services staff will determine if your proposal is a “minor” or a “major” home occupation

### **Is my home occupation proposal “minor” or “major”?**

#### ***Minor Home Occupation***

- Use only the residence (as opposed to using accessory structures)
- Must not affect the residential character of the property
- No client visitations
- Examples: Bookkeeping, online business

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- Eligible to be in any district
- Only requires a Business License (no Development Permit required)
- Fee: no Development Permit fee. You must still obtain a Business License by contacting [businesslicense@highriver.ca](mailto:businesslicense@highriver.ca)

### ***Major Home Occupation***

- Outdoor storage is prohibited.
- Deliveries of pick-ups in connection with the Use are limited to parcel and small freight carriers.
- Signs shall be limited to one window, must not be illuminated, and shall not exceed 0.2 sq. m. Home occupation signage permits cost \$55 and can be approved for a maximum of 5 years (see signage application at [highriver.ca/development-permits](http://highriver.ca/development-permits))
- Vehicle and equipment service or repair are not allowed.
- If a Major Home Occupation Development Permit holder relocates within the Municipality, a new Development Permit is required for a new Major Home Occupation at the new location.
- No nuisances by way of noise, vibration, smoke, dust, fumes, odours, heat, light, electrical or radio disturbance, detectable beyond the property boundary shall be produced by the Major Home Occupation.
- Development Permits may be approved for a maximum of five years at the discretion of the Development Authority.
- Commercial Vehicles used for a Major Home Occupation shall be parked on-site and shall not be located within a Frontage.
- A Development Permit for a Major Home Occupation may be revoked if, at the discretion of the Development Authority, the operator of the Major Home Occupation has violated any provisions of this Bylaw and / or the conditions of the Development Permit.
- May use the residence and/or an accessory structure
- Must not affect the residential character of the property
- Limited number of client visitations
- Examples: Hair stylist, massage therapist, music teacher
- Permitted to be in TND (*Traditional Neighbourhood*), NCD (*Neighbourhood Centre*), and CBD (*Central Business*. Discretionary in SED (*Service & Employment*)) (see [Land Use Bylaw map](#))
- Fee: \$150 for Development Permit fee. You must also obtain a Business License by contacting [businesslicense@highriver.ca](mailto:businesslicense@highriver.ca)

*If your business fits into the minor category, please proceed with applying for your Business License through [businesslicense@highriver.ca](mailto:businesslicense@highriver.ca).*

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If your business fits into the major category, please proceed with applying for your Development Permit through the steps on the reverse of this handout and then your Business License through [businesslicense@highriver.ca](mailto:businesslicense@highriver.ca).

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The development permit process for MAJOR home occupations  
The approximate timeline to issue a Development Permit for a Major Home Occupation is 1-2 weeks (from acceptance of application to end of appeal period).

### PRE-APPLICATION

- It is **not required** that you have a pre-application meeting with staff. However, if you would like to discuss your proposal with staff prior to submitting your application, please contact staff at 403.652.2110 or at [planning@highriver.ca](mailto:planning@highriver.ca).

### APPLICATION

- Application Fee: \$150
- Application form (found at [highriver.ca/development-permits](http://highriver.ca/development-permits)) and all required documentation as listed on form (unless otherwise discussed with staff)

### TOWN REVIEW

- Planning staff circulate to internal departments for their comments. They are given 1 to 2 weeks to provide comments at the discretion of Planning & Development staff based on the complexity of the application.
- You can see the progress being made on your application [here](#). This webpage shows the progress of all current applications and is updated every week.
- You will be provided with the comments received through a formally compiled letter after the circulation period is complete.
- These comments may become conditions of your permit.
- You will have the opportunity to review these conditions and let the Town know if you have any comments or concerns before the Town issues the decision/permit.

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### TOWN DECISION

- The Town issues their decision on the application, known as the “Notice of Decision” (support with conditions or refusal with reasons).
- If you disagree with the Town’s decision, you have the opportunity to file an appeal (see “Appeals by Applicant” below) within 21 days from the date the Notice of Decision was issued.
- Conditions will include how many years the permit will be valid for before expiring (*maximum 5 years*).
- If you disagree with the Town’s decision, you have the opportunity to file an appeal (see “*Appeals by Applicant on the next page*”). You have 21 days from the date the Notice of Decision was issued.

### PUBLIC REVIEW

- If the use is **permitted**, there is no opportunity for public appeal.
- If the use is **discretionary** and the Town supports the application, the Town posts a notice on the property to notify the public of the application, the Town’s decision, and conditions (if applicable) for 21 days. Any member of the public can appeal a decision on a **discretionary** use (see “Appeals by Public” on following page).

### ISSUANCE (IF NO APPEAL)

- If there are no public appeals (in the case of a discretionary use application), the Town issues you the Development Permit.

### APPEALS (BY APPLICANT)

- You can appeal the Town’s decision on your application by submitting the [Notice of Appeal](#) through the Legislative Services Department via [legislativeservices@highriver.ca](mailto:legislativeservices@highriver.ca).
- You must submit your appeal application within 21 days of the date that the Notice of Decision was issued.
- The appeal fee is \$300 (as per [Rate Bylaw](#))
- Your hearing will take place within 30 days of your appeal being filed. You will be notified in writing of your hearing date at least 5 days prior to the hearing date.

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### APPEALS (BY PUBLIC)

- The public can also appeal the decision on a **discretionary** use by submitting the [Notice of Appeal](#) through the Legislative Services Department via [legislativeservices@highriver.ca](mailto:legislativeservices@highriver.ca). The public appeal must be submitted within 21 days of the date that the Notice of Decision was issued.
- The appeal fee is \$300 (as per [Rate Bylaw](#))
- The hearing will take place within 30 days of the appeal being filed. You will be notified in writing of the hearing date at least 5 days prior to the hearing date.

### When does the permit expire?

Development Permits for *major* home occupations may be approved for a maximum of five years at the discretion of the Development Authority. The renewal fee is \$75.

### If I move, do I have to apply for a development permit again?

Yes, you will need to reapply for the new location (\$150)

### Can the town revoke my development permit?

Yes, any Development Permit can be revoked if, at the discretion of the Development Authority, the operator has violated any provisions of the [Land Use Bylaw](#) and / or the conditions of the Development Permit.