

HOME OCCUPATIONS

PLANNING & DEVELOPMENT
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WHAT IS A HOME OCCUPATION?

A home occupation is any trade, profession or craft carried on by an occupant of a residential building. It is secondary to the residential nature of the home. It is a discretionary use, and the application must be approved by the Municipal Planning Commission (MPC).

- A home occupation can not change the character of the home.
- All residents of a home may be employed in a home occupation and one non-resident employee is allowed on site.
- The only outside evidence of a home occupation permitted is a small, non-illuminated sign up to 0.3 square metres, attached to the face of the building.
- If there is storage of materials and/or equipment at the residence, the applicants must indicate the type of materials/equipment, where and how much is stored, and the length of time that they are stored.

Per Section 7.7.1(d) of the Land Use Bylaw, a home occupation may occupy up to 20% of a residence, and 25m² of any accessory building, not including the storage of one vehicle. All activities and storage relating to the home occupation shall take place within buildings on the site, and out of view of abutting properties. Buildings, renovations, or installations shall conform to standards required of commercial properties, including engineering certification where required. Relaxations of Bylaw standards to accommodate home occupations will not be considered.

Per Section 7.7.2 of the Land Use Bylaw, a home occupation may generate a maximum of four vehicle movements per hour, to a maximum of sixteen (16) per day, and a maximum of eighty (80) per week. The home occupation traffic may use the laneway, if available, for up to 25% of vehicle movements.

In addition to the required Development Permit, approval may also be required by other provincial agencies such as Alberta Health, Alberta Labour, or Alberta Consumer and Corporate Affairs. For more information contact the Alberta Government at 310-0000.

WHAT IS A HOME OFFICE, AND DO I NEED A PERMIT?

A home office is a home occupation, which is limited to an office within a residence, and employs only occupants of the residence in the office operation.

A permit is not required to operate a home office as long as the following is met:

- A home office is an accessory use of the residence, and can not occupy more than 20% of the home.
- Only people who live in the home may work at the home office.
- Clients or customers can not come to the home.

If you intend to have customer visits, or a non-resident employee, you would be considered a home occupation and would require a permit.

Business use in residential areas is regulated to allow for limited commercial activity and to prevent nuisances to a neighbourhood.

UTILITY SAFETY PARTNERS

Click before you dig www.utilitysafety.ca.

Submit a locate request to ensure you don't come in contact with a dangerous underground utility.

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DEVELOPMENT PROCESS

When applying for a Development Permit for a home occupation, you must briefly describe the type of business and goods or services that will be provided.

If you are not the owner of the residence, or if you live in a manufactured home park or apartment, a letter of authorization from the property owner to use the property for business purposes must be submitted at the time of the application.

The following aspects will be considered when the Municipal Planning Commission approves or makes additional requirements for the approval of a home occupation:

traffic,	hazardous materials,	waste,	advertising,
employment,	areas of use,	noise.	

If alterations have been made to the home, additional permits may be required. For more information on applying for Building Permits please review the information sheet titled “Applying for Permits.”

Upon approval of the Development Permit, the property will be posted with a Notice of Decision for 21 days. The decision will also be posted in the local paper, online and at the Town Office. Posting of the decision will give anyone affected the chance to comment on the proposed home occupation. If no appeals are received, you will be able to operate the business subject to any conditions stipulated at the time of the approval.



TOWN OF WHITECOURT - PLANNING & DEVELOPMENT DEPARTMENT

5004 52 Avenue, Box 509, Whitecourt Alberta T7S 1N6
Phone: 780.778.2273 Fax: 780.778.2062 Email: planning@whitecourt.ca

Monday to Friday 8:30 a.m. to 4:30 p.m. (Closed between 12:00 noon and 12:30 p.m.)