

Planning and Development Services, 2001 Sherwood Drive, Sherwood Park, AB T8A 3W7

Phone 780-464-8080 Fax 780-464-8142

The following information is required to review your home business development permit application. (Additional information or clarification may also be required at the time of development review).

1. Are you a permanent resident of the dwelling located on this property? Yes No *Initials* _____
2. How many people who live at the residence will be employed by the proposed home business? _____
3. Will the proposed home business employ any people who do not live at the residence? Yes No
 If yes, identify the day(s) of the week and hours each non-resident employee will be at the subject property

Employee	Days of week non-resident employee will be on-site at the home business location	Hours per day the non-resident employee will be on-site at the home business location
1		
2		
3		
4		

4. How many vehicles will be used as part of the proposed home business operations? _____

Provide the following for each vehicle proposed to be used for the home business (*Note: a “vehicle” includes each piece of equipment in excess of 1000kg (GVW) and each trailer*).

Vehicle	Vehicle Type (eg. truck, car, trailer)	Gross Vehicle Weight (GVW)	Length of vehicle
1			
2			
3			
4			

- ✓ Attach a photograph of each vehicle (*photo of the side view of vehicle*)
- ✓ Identify the parking area for each vehicle on an attached site plan and/or floor plan

5. What are the hours of operation for the proposed home business? _____

6. Will customers be visiting the subject property related to the home business? Yes No
 If yes, identify the number of expected customer visits, the times during the hours of operation in which customers will be visiting and expected duration of each customer visit.

	Number of customer visits	Times during hours of operation in which customers will be visiting	Duration of each customer visit
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

(Please identify the location that clients or customers will be parking on your site plan)

Home Business Development Permit Application – Questionnaire

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7. Provide the area (ft or m) proposed to be used for the home business activities, including any storage. **(Details of these areas are required to be provided on floor plans and site plans submitted.)**

Area within the home: _____

Area within any other on-site buildings _____

Area that any materials or equipment are proposed to be stored outside: _____

(Please indicate if this area is screened from view of adjacent properties by trees, etc.)

8. What is the business name of your proposed home business? _____

9. Provide a **detailed** description of the proposed home business identifying all of the following information:

(Please attach additional pages if required)

- a) The services or products provided;

- b) Materials and equipment used;

- c) Where the work is to be conducted; and

- d) Any other application information including any proposed/existing signage

(Note: Incomplete information may delay review and processing of the application)

I have provided the above information and know it to be true and correct.

Applicant Name

Applicant Signature

Date

Collection and use of personal information

Personal information is being collected under the authority of s. 33 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of Strathcona County's Permit Application Process. If you have any questions about the collection, use or disclosure of your personal information, contact the Coordinator, Development Services, Planning and Development Services, Strathcona County at 780-464-8080.

DPA #

(For office use only)