



4926 - 50 Avenue
Sylvan Lake, Alberta T4S 1A1
Phone: 403.887.2141 Fax: 403.887.3660
Email: tsl@sylvanlake.ca

APPLICATION FOR DEVELOPMENT PERMIT & BUSINESS LICENSE FOR HOME BASED BUSINESSES

A COMPLETED DEVELOPMENT PERMIT APPLICATION REQUIRES:

1. A completed application form;
2. A completed site plan, showing ALL parking spaces;
3. Non-refundable application fee;
4. signature of ALL landowners;
5. Any additional information requested by the Development Authority;
6. A current copy of the Certificate of Title searched and dated not more than 30 days.

PERMIT INFORMATION:

- Failure to complete the Application or supply the required information, plans or fees may cause delays in application processing.
- The Development Authority may refuse to accept your application if the required information has not been supplied or if the quality of the information is inadequately to properly evaluate the Development Permit application.
- If the Development Permit Application is approved, the applicant will be notified in writing. The permit does not become valid until the development permit conditions have been met and there has been a fourteen (14) day appeal period in which the proposed development is advertised in the Local Newspaper (discretionary use applications only). If there are no appeals against the development at the end of the fourteen (14) day appeal period, and all the conditions have been met, the Development Permit is considered valid and development may commence.
- If the Development Permit Application is refused, the applicant will be notified in writing. The Decision will outline the specific reasons for the refusal. There is a right of appeal to anyone affected by a decision of the Development Authority, pursuant to Part 17 of the Municipal Government Act.
- If the development authorized by a permit is not commenced within twelve months from the date of its issue, the permit is deemed void, unless an extension to this period has previously been granted by the Development Authority.
- Notwithstanding the issuance of this permit, the Town does not assume responsibility that the plans and specifications as filed comply with the Safety Codes Act and Regulations, and the granting of this permit shall in no way relieve the owner of the building or the constructor thereof from complying with the requirements of the Safety Codes Act and Regulations, and any relevant Town Bylaws or Provincial or Federal Statutes or Regulations in force.
- All signage shall comply the Town of Sylvan Lake Land Use Bylaw 1555/2010.

FEES

| | |
|---|----------|
| Development Permit - Home Occupation Type "A" or "B": | \$75.00 |
| Development Permit - Home Occupation Type "C": | \$150.00 |
| Business License:..... | \$150.00 |

PART 3 BUSINESS REQUIREMENTS

Home office required? Yes No Approximate square footage to be used: _____

Is the use of additional buildings on site required? Yes No Specify _____

Where will equipment / materials be stored? _____

Dangerous goods required for business? Yes No If "YES" specify: _____

Will there be employees? Yes No If "YES" how many? _____ Will they work on site? Yes No

How often will clients visit? Never _____ # of visits / day

Number of vehicles required for business: _____ Number of on-site parking stalls: _____

NOTE: A site plan showing all parking stalls on the site must be submitted with this application

Include this business in the Town of Sylvan Lake Business Directory? Yes No

*The Business Directory is a free listing of businesses operating or offering services within the Town of Sylvan Lake that may be posted on our website.

BY SUBMITTING AN APPLICATION I HEREBY ALLOW RIGHT OF ENTRY FOR INSPECTION PURPOSES. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS FULL AND COMPLETE AND IS, TO THE BEST OF MY KNOWLEDGE, A TRUE STATEMENT OF THE FACTS RELATING TO THIS APPLICATION FOR DEVELOPMENT APPROVAL.

Signature of Applicant

Date

Signature of Registered Owner(s) (if different than applicant)

Signature of Registered Owner(s) (if different than applicant)

| FOR OFFICE USE ONLY | |
|----------------------------|--|
| Date Permit Issued: _____ | Date Permit Valid: _____ |
| Business License #: _____ | Customer I.D. #: _____ |
| Invoice #: _____ | Receipt #: _____ |
| _____ Issue Date | _____ Licensing Inspections Officer |