

CHECKLIST: DEVELOPMENT PERMIT APPLICATION

Home Occupation Businesses

- Completed *Form C: Home Occupation Development Permit Application*

- Site plan (required for Home Occupation 2):
 - Legal description and municipal address of subject property
 - Scale and north arrow
 - Adjacent roadways and lanes, location of lot access
 - Entrance to be used by clients
 - Location of off-street client parking
 - Location of proposed outdoor storage (to be screened from view)

- Floor plan of interior space(s) to be used for business (when clients come to property)

- Building, Electrical, Gas, and Plumbing Permit applications (where applicable)

- Application fee (determined at time of application)

- Waiver request (where applicable – include a written explanation for the request)

- Additional supporting documentation (where applicable)

Disclaimer – this checklist is intended to be used as a resource tool for Development Permit applicants. The contents of this checklist are not a substitute for determining the completeness of an application.