

DEVELOPMENT PERMIT # \_\_\_\_\_



**HOME BASED BUSINESS DEVELOPMENT APPLICATION  
PACKAGE CHECKLIST**

To consider your Development Permit Application to be deemed complete for acceptance and processing by the Town of Calmar, the following mandatory items and any applicable additional items **MUST** be provided.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**Mandatory Items**

**Documents submitted shall be legible and no larger than 11" X 17" page sizes**

- **Application Form** – The application must be completed in full and signed by the registered owner(s) (or a letter of consent submitted) or agent acting on their behalf.
- **Application Fee** – Applicable fees are set by Council for the Town of Calmar. The fees are attached.
- **Certificate of Title** – This will be verified through Alberta Land Titles by the town.
- **Detailed Site Plan** – Refer to the sample site plan following the Development Permit application for requirements for the site plan. If applicable show where your clientele will be parking.
- **Name of the Business** - \_\_\_\_\_
- **Detailed description of Business** – Please provide this essential information on the Development Permit application that you are submitting. \_\_\_\_\_
- **Traffic Impact (number of vehicles per day) (if applicable)**- \_\_\_\_\_
- **Days & Hours of Operation** - \_\_\_\_\_
- **Number of Employees (if applicable)** - \_\_\_\_\_

**Additional Notes (if required)**

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