



## HOME BASED BUSINESS CHECKLIST

Please fill out this checklist to ensure you are submitting all of the supporting documentation required for your Home Based Business (HBB) Application Submission:

<b>NARRATIVE</b>	
<input type="checkbox"/>	<b>Narrative</b> - Paragraph describing your proposed Home Based Business. Photos of the Home Based Business Area and on-site parking area (if required) as well as any other relevant photos for your proposal are encouraged. This will give the development office both a plain language explanation as well as a visual illustration of your project.
<b>FLOOR PLAN DIMENSIONED (in metres) AND SCALED</b>	
<input type="checkbox"/>	<b>Dwelling Floor Plan</b> – demonstrating the existing floor plan of the entire dwelling and the total dwellings gross floor area (m <sup>2</sup> ).
<input type="checkbox"/>	<b>HBB Floor Plan</b> – demonstrating the HBB area and its gross floor area. Note the HBB gross floor area must not exceed 10% of the entire dwellings gross floor area.
<input type="checkbox"/>	<b>Interior Renovations</b> - If interior renovations are planned, including the addition of an exterior door, or the enlarging of a bedroom window, a separate Development Permit Application for Interior Renovation is to be included in the HBB Discretionary Use Permit Application Package
<b>SITE PLAN DIMENSIONED (in metres) AND SCALED (if additional on-site Parking is Required)</b>	
<input type="checkbox"/>	<b>Site Plan</b> - demonstrating the dimensioned property lines and all existing structures (buildings and fences on the site) and the landscaping (soft and hard)
<input type="checkbox"/>	<b>Proposed On-site Parking (if required)</b> – demonstrating the existing required on-site parking stalls as well as the HBB required parking stalls, labelled as “HBB”, and with a width of 2.7 m and a length of 6 m for each stall. Parking stalls that abut a public roadway / alley must be setback an additional 0.6 m from the roadway / alleyway.
<input type="checkbox"/>	<b>On-site Parking Construction</b> - If additional on-site parking is to be constructed, to accommodate the required PHA on-site parking requirement, a separate Development Permit Application for Landscaping (including parking) is to be included in the HBB Discretionary Use Permit Application Package
<b>STATUTORY DECLARATION ELIGIBLE RESIDENCY</b>	
<input type="checkbox"/>	<b>Statutory Declaration</b> - A Home Based Business does not grant eligible residency; therefore, you are required to submit a Statutory Declaration (see eligible residency on the <a href="#">Living in the Park</a> webpage) as part of the submission.

Electronic copies of the above information should be submitted to the Development Office at [jasperdevelopment@pc.gc.ca](mailto:jasperdevelopment@pc.gc.ca). Hard copies may be submitted at the Parks Canada Administration Office in the Jasper Heritage Railway Station at 607 Connaught Street. Office hours are Monday to Friday, 8:30 am to 4 pm.