



## Guidelines for Electronic Circulation of Planning & Development Applications

This document is intended to provide guidelines on the proper use of electronic materials that are circulated as part of the application review process.

- The information included in the circulation package may be subject to copyright and must only be used for the review of the submitted application.
- Application materials are provided to you for the specific and sole purpose of allowing (i) members of the Community Association Planning Committee and/or Board of Directors and (ii) members of the public who would be directly affected by the application's approval (collectively, the "Identified Recipients") to review and comment on the application for a development permit for a proposed project in your area of business/residence. Please note that use of these materials for any other purpose or making further reproduction or distribution beyond the Identified Recipients is strictly prohibited and may constitute an offense under the Copyright Act (Canada). Accordingly, any distribution of the materials to the Identified Recipients must be accompanied with the following instructions in writing:

"Application materials are provided to you for the specific and sole purpose of allowing you to review and comment on the application for a development permit for a proposed project in your area of business/residence. Please note that use of these materials for any other purpose or making further reproduction or distribution of them is strictly prohibited and may constitute an offense under the Copyright Act (Canada)."

The City will not be responsible or liable for any claim that may arise as a result of any misuse or unauthorized reproduction or distribution of the application materials by you or any Identified Recipients.

- Citizens who wish to view the plans can do so at the Municipal Building (800 Macleod Trail S.E.) by contacting either the File Manager or the Circulation Department at 403.268.5744 or [dp.circ@calgary.ca](mailto:dp.circ@calgary.ca)
- The information provided must not be made available on the internet.

Should anyone wish to obtain additional information regarding the application, please contact the File Manager directly.



# Application Notice DP2024-07087

October 9, 2024

A new Development Permit Application has been submitted at the below noted address(es), and we are sending this information for comments.

If you have questions or concerns related to this application, please contact the file manager directly at any point in the process.

## Application Details

**File Number:** DP2024-07087

**File Manager:** WILSON CARTAGENA

**Phone:** 587-223-5896

**eMail:** wilson.cartagena@calgary.ca

**Address:** 3612 PARKHILL ST SW

**Legal:** 1742S;C;6

**Land Use Bylaw:** 1P2007

**L.U.D.:** R-CG

**Community:** PARKHILL

**Ward:** 08

**Application Description:** Temporary Use: Home Occupation - Class 2 (Physical Therapist)

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Thank you for taking the time to respond. Your input is greatly appreciated.

Please note that any written submissions made in response to the application will form part of the official record, and upon final decision of the application the correspondence will be available for public viewing.

Please submit your response through the [Development Map link](#).

**Comments are due by: October 30, 2024**

This information is released and may only be used for the sole purpose of your organizations meeting to discuss the recommendations of comments to be made to the City of Calgary on this permit.



# Home Occupation – Class 2

## Before you Apply

- Please visit, [Calgary.ca/managebusiness](https://calgary.ca/managebusiness) to find more information on rules and requirements. • Visit the Planning Applications Fee Calculator to [estimate your fee](#)
- If this application is related to a new or moved business, please start the process with a business licence application. For instructions on applying for a business licence, visit the 'How to Apply' section on: [Calgary.ca/startbusiness](https://calgary.ca/startbusiness)

## Questionnaire

1 Are you renewing a Home Occupation Class 2 Permit?  **Yes**  No

2 Do you live at the home associated with the home occupation?  **Yes**  No

3 Do you own or rent the home associated with the home occupation?  **Own**  Rent

3 a If you rent, provide authorization from the legal owner or condo board

## SECTION 1: Required Items

### Supporting Documents

- Attach A Letter of Authorization from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.

You can use this [sample letter of authorization template](#) or you can provide your own letter but it must contain all information indicated on the sample letter.

- Attach Colour Photographs

Your Colour Photographs must include the following:

- 1 All areas where the business will be operating, including:
- Equipment
  - Commercial vehicles
  - Garage
  - Outside storage areas
  - Parking areas

## SECTION 2: Applicant Details

**Business Owner**  Agent Representing Business Owner

Applicant's Name: Erica Holmes

Company Name (if applicable): Inside Out Collective - Holistic Health & Wellness (rebranded June 6, 2024 from Sports

	Physio YYC)
Applicant's Email: <a href="mailto:ericaholmesphysio@gmail.com">ericaholmesphysio@gmail.com</a> OR <a href="mailto:sportsphysioyyc@gmail.com">sportsphysioyyc@gmail.com</a>	Applicant's Phone Number (during business hours): (403) 875-2695 - with a personal and confidential voicemail
Business Identification Number (If applicable):	

The City of Calgary | P.O. Box 2100 Stn. M | Calgary, AB, Canada T2P 2M5 | [calgary.ca](http://calgary.ca) 1

<b>SECTION 3: Business Location</b>	
What is the address of the business?	
Address: 3612 Parkhill St. SW Calgary AB T2S 2z6	
City: Calgary, AB	Postal Code/Zip: T2S 2Z6

<b>SECTION 4: Mailing address (if different than the business address)</b>	
Address:	
City:	Postal Code/Zip:

<b>SECTION 5: Business Operations</b>
1 To ensure we understand your business, briefly describe in your own words, how the business operates:  <i>I see clients on a 1-1 basis. I am am a physiotherapist that does Acupuncture and dry needling, but also life coaching and Breathwork. Clients come 1 at a time and park in front of my house. There is time allotted between appointments so that there is only ever 1 car in the neighborhood due to the business. I see on average 5 clients a day. I also have many clients from the neighborhood that bike or walk here.</i>
2 What days of the week will the business operate? <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S
3 Between what hours of the day will the business operate? M/W 12-7:15 pm T/Th 8-2 F 11-5

4 Not including those living in the home, will you  Yes  **No** have employees working at the residence?

Question should only be answered "yes" if there are employees coming to work at the home who do not live there
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5 How many employees, who do not live at the home, will be working at the home? <input type="checkbox"/> N/A
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6 Provide a brief description about the nature of the work the employee(s) does at  
the home

N/A

7 How many business-related vehicle visits to the home occur?

Number of visits per Day Number of visits per Week

Clients 4-5

Couriers 1 on avg - Amazon (personall and professional)

Employees 0

**SECTION 6: Home Occupation Business Areas**  N/A

1 What is the total floor area of the home? (Including basement area) 828  ft<sup>2</sup>  m<sup>2</sup>

2 How much of the total floor area will be used for the home business? 320  ft<sup>2</sup>  m<sup>2</sup>

3 What room(s) within the home will be used for the home business? Front room (living room) hallway, bathroom and spare bedroom for office

4 Will this business use the garage or an accessory residential building (such as a shed) for business related activities? No garage on residence

4(a) For storage?  Yes  **No**

4(b) For other business-related activities?  Yes  **No**

5 If yes to Question 4(a), please answer the following questions:  N/A

5(a) Will the business-related storage affect the required parking stalls?  Yes  **No**

6 If yes to Question 4(b), please answer the following questions:  N/A

6(a) How large of an area in the garage/shed is required for the business?  ft<sup>2</sup>  m<sup>2</sup>

6(b) Can a vehicle be parked in the garage?  Yes  No

6(c) From where is the garage accessed?  Street  Lane

6(d) What work is performed in the garage/shed? NONE - no garage our out-building on premise

7 Will there be outside storage of materials, goods, or equipment on or near the

property?  Yes  No

8 If yes to Question 7, please answer the following questions:  N/A

8(a) What type of materials, goods, or equipment will be stored outside on the Property?

None

8(b) Where is it being stored?

N/A

## SECTION 7: Vehicles & Parking

Large Vehicle includes any vehicle with a gross vehicle weight over 4536 kilograms. This includes vehicles with tandem axles, a passenger capacity of more than 15 persons, or dual wheels where the vehicle includes a flat deck or other form of utility deck (i.e., bus, cube van, dump truck, flatbed truck, or tractor, trailer or tractor trailer combination).

1 How many vehicles can be parked on the property (including driveways/garage/parking pads)?

2 street parking spots

2 How many vehicles associated with the business (including personal vehicles) do you have?

1

3 How many of these vehicles meet the definition (see above) of large vehicles? 0

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## SECTION 8: Applicants Declaration

YES – By submitting this building permit application, the applicant acknowledges that the drawings submitted herein will match the most currently approved development permit for the site address listed below. Upon review, if the submitted drawings do not match the approved plans by the Development Authority, this application may be refused until such time that the Development Authority is satisfied that the plans match the approved development permit, or that a new development permit has been obtained and released.

If you do not want to make your application materials available online for public viewing, you must send an email to [planninghelp@calgary.ca](mailto:planninghelp@calgary.ca) within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of section 5 of The Safety Codes Permit Bylaw 39M2018 and amendments thereto, as well as section 33(c) of the [FOIP Act](#). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development.

The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the FOIP Act.

You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by contacting the

FOIP Program Administrator for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.

The personal information on this form is being collected under the authority of The Freedom of Information and Protection of Privacy (FOIP) Act, Section 33(c). It will be used to provide operating programs, account services and to process payments received for said services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. Please send inquiries by mail to the FOIP Program Administrator, Planning & Development, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.