

ADMIN USE ONLY: MAJOR ☐ MINOR ☐
Zone: _____

HOME BASED BUSINESS APPLICATION

- FOR DEVELOPMENT PERMIT AND BUSINESS LICENCE -

Application Type

NEW BUSINESS: ☐ or CHANGES TO AN EXISTING BUSINESS LICENCE: ☐ (What were the changes?)
Current Business Licence # or old Address: _____
Moving to a new location _____ New Address: _____
Name Change: _____
Changed Operations _____ Other _____
Bought Existing business:
Who was the old owner? _____

Principal Owner / Licensee Information

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____
BUSINESS ADDRESS (cannot be a PO Box #): _____
CITY: _____ PROVINCE: _____ POSTAL CODE: _____
HOME PHONE #: _____ BUSINESS PHONE #: _____
CELL #: _____ FAX #: _____ BUSINESS EMAIL: _____
MAILING ADDRESS (IF DIFFERENT FROM ABOVE): _____

As the applicant I affirm:

- ☐ I am the registered owner of the above noted property and it is my place of residence.
☐ I have permission of the registered owner(s) of the above noted property to make the attached application for a Development Permit (DP) and it is my place of residence.

The personal information on this form is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) to assess all matters relevant to your application for this licence. The City may request input from employees of other City of Edmonton departments, Alberta Health Services, Edmonton Police Service, and/or Alberta Gaming and Liquor Commission in order to properly assess your application for this licence or to determine appropriate conditions, if any, for this licence. Therefore, the City requests your written consent to disclose the personal or other information provided in your application to other City employees or to the other named entities as may be required for these purposes, pursuant to section 40(1)(d) of FOIP. If you have any questions regarding the collection, use, or disclosure of your personal information please contact the Licensing Advisor at 780-442-7197.

Business Registration Type

BUSINESS TYPE: Sole Proprietor ☐ Partnership ☐ Incorporation/Limited Company ☐

IF SOLE PROPRIETOR:

LAST NAME: _____ FIRST NAME: _____
BUSINESS OPERATING/TRADE NAME: _____

IF PARTNERSHIP (please list all partner's names):

LAST NAME: _____ FIRST NAME: _____
LAST NAME: _____ FIRST NAME: _____
LAST NAME: _____ FIRST NAME: _____
BUSINESS OPERATING/TRADE NAME: _____

IF CORPORATION or LIMITED LIABILITY COMPANY:

LEGAL ENTITY : _____
CORPORATE ACCESS # (IF APPLICABLE): _____
BUSINESS OPERATING/TRADE NAME: _____

General Operating Questions: Check mark or complete the following:

- * Do you own the property? Yes ☐ No ☐
- * Do you live at this property? Yes ☐ No ☐
- * Are there other Home Based Businesses at this address? Yes ☐ No ☐
- * Is this home based business only an administration office? Yes ☐ No ☐
- * Is this a bed and breakfast operation? Yes ☐ No ☐
- * Provide a detailed description of what business activities are performed on site: _____
- * Is there any outdoor storage on site? Yes ☐ No ☐ If Yes, what is being stored and where is it stored? _____
- * Do you use a garage for storage (other than strictly for vehicle storage) or other purposes related to the business? Yes ☐ No ☐
- * How much space (sq feet) is required to store the equipment, materials, goods?
Indoors: _____ sq ft Outdoors: _____ sq ft
- * What type of garage is on the property? Attached ☐ Detached ☐ None ☐
- * How many business visits to the home are expected each day? _____
- * How many visits per week by: _____ How many visits per day by: _____
 - a) Clients: _____ a) Clients: _____
 - b) Couriers: _____ b) Couriers: _____
 - c) Employees: _____ c) Employees: _____
- * How many client, courier and employee vehicles at one time? _____
- * How many people live at the site and participate in the business (include homeowner)? _____
- * How many vehicles are registered to this property? _____
- * How many vehicles associated with this business are kept at this property? _____
- * How many driveway parking spaces are there? _____
- * Do you have any vehicles over 4600 kg Gross Vehicle Weight Rating (GVWR) associated with this business? Yes ☐ No ☐
 - If Yes, how many vehicles and where are they stored? _____
- * Do you have any trailers and/or equipment (e.g. bobcats) associated with this business? Yes ☐ No ☐
 - If Yes, what is the length? _____ ft. Where is it/are they stored? _____

NOTE: THIS APPLICATION MAY BE SUBJECT TO A SITE INSPECTION PRIOR TO A DECISION.

Fees – The first fee for development must be submitted at the same time as the application. The business licence fees will be calculated after the development permit is issued. No GST is required. A current corporate registry search must be supplied by all corporate applicants.

DEVELOPMENT PERMIT: (2016)

MINOR HOME BASED BUSINESS \$ 117.00
Only permitted to have one business visit per day and - See Home Based Business Regulations.

MAJOR HOME BASED BUSINESS \$ 297.00
Permitted to have more than one business visit per day and - See Home Based Business Regulations.

BUSINESS LICENCE: Fees are calculated after the development permit is issued for your business location. Fees include a Home Based Business fee for operating out of your home (\$50.00) plus the cost of the licence category(ies) that your business is classified as operating in (average cost is \$225.00).

Payment Information

Licences are not issued until all licence fees are paid. Business licence fees vary depending on the category(s) your operations are classified into.

If applying in person, payment options are: cash, debit, cheque or credit card.

If applying by email or mail: we will call you at the time of application processing to advise you of the cost of your licence and you may pay by credit card. Normal office hours are Monday to Friday 8:00 – 4:30, with the exception of closures for holidays.

APPLICANT SIGNATURE: _____ **DATE:** _____

Application Process for Two Approvals

There are two types of applications which require approval before operating a business out of your home.

1. The first step is to apply for a development permit. The development permit is the approval which permits business activities to be conducted from a residential property.
2. The second step is to apply for a business licence. The business licence is the approval which legally allows you to operate your business.

General Information

- If you do not own the dwelling or live in a condominium, it is **recommended** that you obtain permission to operate your business from the owner or condominium board however be advised this is not a requirement when making an application.
- The technical advisor relies on the information provided when making a decision on whether to approve or refuse an application. Providing complete information will help ensure an appropriate decision is made. Once a decision is made refunds cannot be requested.
- The technical advisor has the right to refuse an application if the proposal is more appropriately located in a commercial or industrial location rather than a residential district. If an application is refused, you have the right to appeal the decision at the Subdivision & Development Appeal Board.
- Before an approved 'Major Home Based' development permit can be issued the technical advisor must send notices to the community league and property owners within a 60 metre (196.85 foot) radius of the property. The notice (letter) will tell about your application and your neighbours will have the opportunity to appeal the approval. Neighbours can contact our office to find out more about the application details.
- If no appeals were made to the Subdivision & Development Appeal Board within 14 days of the date the notice was created, the development permit is then deemed valid and can be issued. Then the business licence application can be reviewed.
- In the event that your application is appealed, providing a detailed description of the business and activities to the Subdivision & Development Appeal Board will help to provide a better understanding of your business application.

Home Based Business Regulations

- Cannot have mechanical or electrical equipment that is visible; create external noise or audible interference with electronic equipment in adjacent dwellings.
- Cannot have outdoor business activity or outdoor storage of materials, equipment or goods on site.
- The business cannot change the character or outside appearance of the dwelling or accessory structures.
- Cannot keep more than one commercial vehicle of 4,000 kg or less in a residential area for longer than is reasonable to load or unload the vehicle.
- Cannot keep any commercial vehicle that exceeds 4,500 kg either unloaded or loaded in a residence.

Additional Regulations for a <u>Minor</u> Home Based Business	Additional Regulations for a <u>Major</u> Home Based Business
<ol style="list-style-type: none"> 1. Only one business identification plaque or sign no larger than 10 cm (4") x 30.5 cm (12") is allowed. 2. The business cannot employ any person on-site other than a resident of the dwelling. 3. Only one (1) business visit per day is allowed. 4. The dwelling cannot be a workplace for non-resident business employees. 5. The business must be within your house (dwelling). 	<ol style="list-style-type: none"> 1. Only one business identification plaque or sign no larger than 20 cm (8") x 30.5 cm (12") is allowed. 2. The number of non-resident employees or business partners working on-site cannot exceed two (2) at any one time. 3. You may have business visits to the property, however, the visits shall not create pedestrian or vehicular traffic, or parking, in excess of that which is characteristic of the district. 4. Your garage can be used for business. 5. A bed and breakfast operation with a maximum of two (2)-sleeping units (without cooking facilities) is considered a Major Home Based Business.