

Edmonton's Zoning Bylaw describes a business in your home as either a minor or major home based business. These do not include any retail sales or professional offices such as doctors, dentists, lawyers, accountants, engineers or real estate offices.

**You need a development permit and also a business licence to set up a business in your home**

## Typical regulations for home based businesses

- You cannot have mechanical or electrical equipment that creates external noise or interferes with electronic equipment in adjacent dwellings.
- You cannot have outdoor business activity or outdoor storage of materials or equipment on the site.
- The business cannot change the character or outside appearance of the dwelling or accessory buildings.
- If you need to make any alterations to your home, you may require a building permit. Applications for a building permit must include three copies of a floor plan and construction details clearly describing any proposed work.



## Regulations for minor home based businesses

- The business cannot employ any person on site other than a resident of the dwelling.
- Only one business visit or customer per day is allowed.
- The business must be within your dwelling.
- Only one business identification plaque or sign, no larger than 10 cm (4") x 30.5 cm (12"), can be attached to the dwelling.

## Regulations for major home based businesses

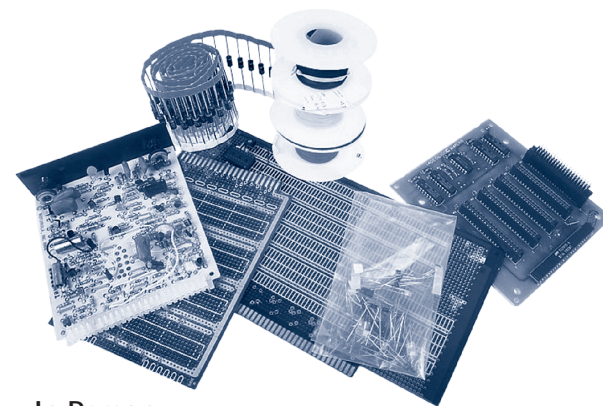
- The number of non-resident employees or business partners working on site cannot exceed two at any time.
- You may have business visits to the property. However, the visits cannot create pedestrian traffic, vehicular traffic or parking in excess of what is usual for the zone.
- Your garage can be used for business.
- Only one business identification plaque or sign, no larger than 20 cm (8") x 30.5 cm (12"), can be attached to the dwelling.
- A bed and breakfast operation with a maximum of two sleeping units (without cooking facilities) is allowed. Each sleeping unit needs one parking space.

## How to Apply

You can apply for a development permit to set up a business in your home by one of the following methods:

### Online

Visit [www.edmonton.ca](http://www.edmonton.ca) and do a search for 'Online Services'



### In Person

Planning and Development  
Current Planning Branch  
5th floor, 10250 -101 Street NW  
Edmonton, Alberta T5J 3P4  
Phone: 311 for 24-hour information and access to City of Edmonton programs and services. Or, if outside of Edmonton, 780-442-5311.  
Fax: 780-496-6054  
Hours of Operation: 8:00 a.m. – 4:30 p.m.  
Monday through Friday

### By Mail or Fax:

Complete the Home Based Business Application Form found on our website at [www.edmonton.ca/bylaws & licences/publications & fee listing/form listing/home based business application form](http://www.edmonton.ca/bylaws&licences/publications&fee%20listing/form%20listing/home%20based%20business%20application%20form).

If sending application by Mail:  
Send completed application to address listed above. Cheques must be payable to the City of Edmonton. Please allow for additional processing time when applications are mailed.

If sending application by Fax:  
Our facsimile can take legal or letter sized paper. Please ensure that all documents are sent with credit card (Visa, MasterCard or American Express) information, including the expiry date. Please allow for additional processing time when applications are mailed.

## Processing Your Application

- If your application for a minor home based business is approved, the Business Licensing unit will contact you to explain the licensing process.
- If your application for a major home based business is approved, we will notify the surrounding property owners. Please allow approximately two weeks for the notice period. If your neighbours object, they may file an appeal to the Subdivision and Development Appeal Board.
- After your development permit is issued and the notice period expires, your permit information is sent to the Business Licensing unit. They will contact you to explain the licensing process.
- The development officer may refuse a development permit if the business would be better located in a commercial or industrial district.
- If your application is refused, you have the right to appeal the development officer's decision within 14 business days to the:

Subdivision and Development Appeal Board  
City Hall  
1 Sir Winston Churchill Square  
Edmonton, Alberta  
T5J 2R7  
Phone: 780-496-6079

- If you move or close your business, please advise the Business Licence Unit in writing. Non-renewal of a licence does not remove your business from the tax roll.
- Depending on the type of licence you are applying for, you may be able to apply for it online at [www.edmonton.ca](http://www.edmonton.ca) and do a search for 'Online Services'.

This brochure is for information purposes and is not legally binding. Please review the current Zoning Bylaw and the Alberta Building Code.

**Note:** When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions, please contact our office.

June 2009



# Setting up a Business in Your Home?

**You need to know...**

