



CURRENT PLANNING
 5th FLOOR, 10250 - 101 STREET NW
 EDMONTON, ALBERTA T5J 3P4
 PHONE: 311 or if outside Edmonton: 780-442-5311
 FAX: (780) 822-2166
 EMAIL: SDCurrentPlanning@edmonton.ca

ADMIN USE ONLY: MAJOR MINOR
 Zone: _____

HOME BASED BUSINESS APPLICATION FORM

- 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): _____

The personal information on this form is 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 of where the development/use is being proposed may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact the City of Edmonton Call Centre at 311..

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 4500 kg 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:

MINOR HOME BASED BUSINESS	\$ 108.00
<i>Only permitted to have one business visit per day and - See Home Based Business Regulations.</i>	
MAJOR HOME BASED BUSINESS	\$ 270.00
<i>Permitted to have more than one business visit per day and - See Home Based Business Regulations.</i>	

BUSINESS LICENCE: 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 (\$172.00- 2012 plus the cost of the licence category(ies) that your business is classified as operating in (average cost is \$208.00).

Business Licence fees vary depending on the category(ies) your operations are classified into. Licences are not issued until all Development and Licence fees are paid.
 If applying in person, payment options are: cash, debit, cheque or credit card.
If applying by mail, recommended payment option is credit card to avoid delays in issuing the licence.
Credit Card (check one): Visa _____ MasterCard _____ American Express _____
 Card Number: _____ Expiry date: ____/____
 Cardholder Name: _____

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.