

## Guidelines For You

Before you start your home based business it's important to understand the basics of the City's Land Use Bylaw and the Alberta Safety Codes Act.

In this bulletin you'll find some general guidelines and things to consider to help ensure your home based business meets the City of Cold Lake requirements.

If you are planning to operate a business or provide a service within the City of Cold Lake contact the Cold Lake Planning and Development Department for more information.



## Application Fees

### Home Based Business License

\$150.00 annual  
 \$ 75.00 qrtly  
 \$ 50.00 weekly  
 \$ 10.00 daily

Annual business licenses expire Dec 31st.

### Development Permit

Minor Home Based Business \$ 50.00

Major Home Based Business \$ 75.00

*Talk to a Development Officer if you will be renovating or altering your home to accommodate your business. You may require building, electrical, gas, or plumbing permits.*

## Contact Us Today

### Planning and Development Department

City of Cold Lake  
 5513 48 Avenue  
 Cold Lake, AB T9M 1A1

Phone: 780-594-4494

Fax: 780-594-3480

Email: [gdewit@coldlake.com](mailto:gdewit@coldlake.com)

Email: [jratzlaff@coldlake.com](mailto:jratzlaff@coldlake.com)

Website: [www.coldlake.com](http://www.coldlake.com)

Hours: 8:30 a.m. to 4:30 p.m., Monday to Friday  
 Closed Statutory holidays



This brochure has no legal status and cannot be used as official interpretation of the municipal bylaws, codes, regulations and statutory plans. It is recommended that you contact the Planning and Development Department for assistance. Updated September 2011.

## Public Information Bulletin 3

# ▶ A Guide to Home Based Businesses



Planning and Development Department

# Home Based Businesses

## What is a Home Based Business?

A home based business is a small-scale business that operates out of a home in a residential neighbourhood. Home based businesses are categorized as minor, or major businesses.

## Minor Home Based Business

A minor home based business is operated from a home, its accessory buildings, or a combination of both.

Only residents of the home can work on-site for the business.

There must be no on-site client visits.

There must be no offensive noise, vibration, smoke, dust, odour, heat or glare detectable beyond the property boundary.

Any storage of materials, equipment, or products related to the business must be located within the home or accessory building(s). No exterior storage is permitted.

No exterior advertising other than an identification sign approved by the Development Authority is allowed.



## Major Home Based Business

A major home based business is operated from a home, its accessory buildings, or a combination of both.

It must be operated by the residents of the home. Only two (2) non-resident employees or business partners can work on-site at the home.

The business must not have an unreasonable number client visits, or cause traffic congestion or excessive off-street parking.

There must be no offensive noise, vibration, smoke, dust, odour, heat or glare detectable beyond the property boundary.

Any outdoor storage on-site of materials, equipment, or vehicles associated with the business must be suitably screened from view.

No exterior advertising other than an identification sign approved by the Development Authority is allowed.

The development authority may at anytime revoke a development permit if a home based business, in the opinion of the Development Authority the home based business conflicts with the home based business regulations, as outlined in the City's Land Use Bylaw, or becomes a detriment to the amenities of the neighbourhood.

## Licenses and Permits

All home based businesses require a business license and a development permit.

Business licenses are available on a daily, weekly, quarterly, or annual basis.

Annual business licenses expire on December 31st each year and can be renewed from November 1st onwards.

A development permit allows a residence to "change its use" so it can include a home based business.

A development permit does not exempt compliance with the current Alberta Safety Code requirements. If you have questions about the Safety Code requirements for your business a Development Officer will refer you to a Safety Codes Officer.

The home based business license application and development permit application is combined on one form available at City Hall.

If you plan to renovate or make changes to your home to accommodate your home based business you may require a building permit, electrical, plumbing, or gas permit. Talk to a Development Officer for more information.