



PLANNING AND DEVELOPMENT

Important Reminders for Businesses

A little planning can save a lot of time and money. Here are a few things to keep in mind:

- Your Business License allows you to operate your business only in the location specified on the license.
- If you plan to move your business to a new location it is important that you contact the Planning and Development department **before** you rent or purchase a new location to operate your business. This allows us to:
 1. Confirm that the zoning of the new location allows for the type of business you operate;
 2. Ensure that you have any permits that may be required;
 3. Update your business license information.
- Renovations to an existing business location may require permits. Please ensure that you contact us prior to beginning any renovations so that we can ensure that you have the required permits and inspections.
- Some permit applications can take 4 to 6 weeks to process, so please keep this timeframe in mind if you are planning to move or renovate your business.
- Minor Home-Based businesses must inform the City if they begin having clients visit their home business or begin employing persons in the business who do not reside in the home.
- The City reminds all businesses that they are responsible for the proper maintenance of their parking areas. This includes periodic repainting of parking stalls to ensure they remain clearly visible.

Did You Know?

The City of Cold Lake offers a property tax rebate program to encourage owners of commercial properties to invest in their buildings. Enhancements or additions to existing buildings and construction of new commercial buildings may be eligible for a property tax rebate through this program. Please contact the Planning and Development department for more information.

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