

# HOME-BASED BUSINESS LICENSE APPLICATION PACKAGE

## THINGS TO REMEMBER

- Home-Based Businesses require a Development Permit to be approved before a Business Licence can be issued
- For the Land Use Bylaw information regarding Home-Based Businesses please see *the City of Cold Lake Land Use Bylaw* [Part 6: General Regulations](#)
- Development Permits are processed within 40 days of the receipt of a complete application
- If you are renting your home, you will require authorization from the owner or property manager to apply for a home-based business
- Approval to operate a home-based business is location-specific, so if you move you will need to reapply for approval in your new location
- If your business involves food handling or personal hygiene a Health Inspection is normally required. Please contact the Public Health Inspector at 780-594-4404 for more information

## FREQUENTLY ASKED QUESTIONS

### Why is a Development Permit required?

- A Development Permit is a document that authorizes a development on a parcel of land. A Development Permit is required to allow the location, size and use of a building to be approved. For a Home-Based Business this ensures that the type of business is suitable within a residential neighbourhood. The Development Permit also ensures that the number of employees on site is acceptable as well as the required parking is provided.

### Why do you need a Certified Copy of Title?

- A Certified Copy of Title, dated within the last six (6) months, is required with your Development Permit and/or Building Permit application because it identifies who the registered owner of the property is. This can then be matched to the Development Permit and/or Building Permit application to ensure authorization is from the owner. The Certified Copy of Title also identifies any limitations that could affect the permits.

### Can't you just take my application as is and I'll come back tomorrow to give you the other missing documents?

- No. Incomplete applications will not be accepted. For any application to be accepted all the forms and supporting documents must be completed and submitted at the same time as the application payment.

### When do I require a Building Permit for a Home-Based Business?

- A Building Permit may be required if you are doing renovations to your home to facilitate the home business. Please contact the Planning and Development Department to determine if you will require a Building Permit.

### Do I need to apply for a Development Permit every year when I renew my Business Licence?

- No. A Development Permit is only required when you first apply, or if the nature of your home-based business changes (for example an existing minor home-based business is now going to have clients visiting so requires a new approval as a major home-based business).

## HOME-BASED BUSINESS APPLICATION CHECKLIST

- ☐ Application Fees *\*debit, cheque or cash\**
- ☐ Completed Application Form
- ☐ Property Owner Authorization Form *\*only required if you are not the owner of the property\**
- ☐ Certified Copy of Title *\*within last six (6) months\**
- ☐ Site Plan *\*locations and distances to property lines, lot dimensions, lot area, building area, and percentage of lot coverage\**
- ☐ If your business requires a Health Inspection a copy must be submitted with your application

## SPECIFIC INFORMATION

- A Home Based Business is a secondary use of a residential dwelling to conduct business.
- Home Business, Minor does not include the visiting of clients to the dwelling or any non-resident employees. A Minor Home Business is permitted in most residential districts.
- Home Business, Major allows for clients visiting the dwelling and up to two (2) non-resident employees.
- Home Business, Major is a discretionary use in most residential zoning districts, meaning the City's decision on your application must be advertised and can be appealed by neighbouring property owners.
- Minor Home Businesses must reapply for approval as a Major Home Business if the nature of the business changes to include clients visiting the home or the business begins employing persons who do not reside in the home.

***\*Please review the City of Cold Lake Land Use Bylaw to ensure that you are aware of all the applicable requirements\****



## BUSINESS LICENCE – HOME BASED

PART 1: GENERAL INFORMATION					
Your Name:			Business Name:		
Address:		City:	Province:	Postal Code:	
Mailing Address, if different from above:					
Phone:		Cell/ Alternate Contact #:		Fax/Email:	
Lot:	Block:	Plan:	Roll #:	Land Use District:	
Owner's Name, if not the applicant: (see Part 3: Signatures):					
Owner's Address (if not the applicant):		City:	Province:	Postal Code:	
Phone:		Cell/ Alternate Contact #:		Fax/Email:	
Part 2: BUSINESS INFORMATION					
Describe the type and/or the nature of the business:					
Will you employ people that do not live in your residence? Yes <input type="checkbox"/> No <input type="checkbox"/>		How many?	What are your business hours?		
Will you have clients or customers visiting your residence? Yes <input type="checkbox"/> No <input type="checkbox"/>		How frequently?	Where will they park?		
Do you use a vehicle or machinery in the operation of your business? Yes <input type="checkbox"/> No <input type="checkbox"/>		What kind?  How much does it weigh?		Where will it be parked or stored?	
Will goods/materials, used in the operation of your business, be delivered to your residence? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, what kind?		How often?	
		If hazardous materials are used in the operation of your business please attach a list of those materials. A fire inspection may be required.			
Will you deliver goods, materials, or services, to customers away from your residence? Yes <input type="checkbox"/> No <input type="checkbox"/>		Where? (In Cold Lake? Surrounding area?)			
Is there any noise associated with your business? Yes <input type="checkbox"/> No <input type="checkbox"/>		What causes the noise?		When will it occur?	

**Please Continue on Reverse Side**





## PROPERTY OWNER AUTHORIZATION

### Registered Property Owner

I/We \_\_\_\_\_ of  
(Name/Company)

\_\_\_\_\_  
(Mailing Address)

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

being the registered owners of the lands legally described as:

**Lot (s)**

**Block**

**Plan**

**Cold Lake, AB**

Do hereby authorize \_\_\_\_\_

☐ to release property information to \_\_\_\_\_

☐ to apply for any permits and/or approvals related to development, subdivision or land use: (Describe Nature of Application)

\_\_\_\_\_  
Signature (Registered Owner)

\_\_\_\_\_  
Date

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the Freedom of Information and Protection of Privacy Act, Sec. 33 (c) which regulates the collection, use and disclosure of personal information.