Starting a Home Business



Home Based Business

Before a business can operate out of a residential home, a business license is required. Dependent on the nature of the business, a development permit may also be necessary. A development officer can assist in determining the best category. There are three types of businesses:

- Home Office
- Minor Home Occupation
- Major Home Occupation

What is a Home Office?

A home office is a business operated within the home which does not involve any signage, storage of inventory/products, client or customer visits, deliveries or employees.

What is a Home Occupation?

A home occupation is a business operated within the home in addition to the approved residence. There are two types of Home Occupations:

- Minor home occupations have no exterior evidence of operations, such as signs, outdoor storage, or outdoor business activity.
- Major home occupations may have limited exterior evidence of operations such as a small mounted sign, employees, or frequent client visits.

Determining Whether a Home Occupation is Minor or Major

A **Minor** Home Occupation will have:



- no negative impacts on your neighbors
- no non-resident employees
- no more than 5 clients or customers onsite at any time
- no commercial vehicles used for the business
- no parking space required
- sales are conducted off site / online
- storage allowed in dwelling only
- no signage



A **Major** Home Occupation will have:

- minimal impact on your neighbors
- up to 1 non-resident employee or business partner
- a maximum of 6 clients or customers onsite at any time
- one commercial vehicle
- provide one off street parking space
- sales allowed on premises
- storage allowed in dwelling or accessory building
- one fascia sign or signage in window

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HOW TO APPLY FOR A BUSINESS LICENSE

For your convenience, business license applications and development permit applications can be applied for at the same time. Applications are available online www.bonaccord.ca or available at Town office. Submit the completed application(s) with the necessary documentation to the Development Officer at Town Office. Application fees are due at time of your submission.

* Note: Signage required will automatically classify Home Occupation as major home occupation requiring a development permit.

MAKE SURE YOU HAVE THE FOLLOWING IF YOU REQUIRE A DEVELOPMENT PERMIT

Site plan indicating:

- ✓ portion of home used for business
- ✓ storage of goods in an accessory building
- ✓ location of off-street parking – access to, size, materials used
- ✓ signage – indicate location, size to not to exceed 0.4m² (4.0 ft²) in area for fascia and no larger than 0.2 m² (2.0 ft²) in the window of a dwelling



Information to also include:

- ✓ indicate if business is seasonal or continuous
- ✓ hours of operation
- ✓ number of employees
- ✓ indicate traffic volume
- ✓ complete development permit application form
- ✓ complete business license application form
- ✓ application fee(s)



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(any type of ground disturbance)
Phone: 1-800-242-3447
Website: http://albertaonecall.com/

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