

# HOME BASED BUSINESS LICENCE APPLICATION

We recommend applying for your business licence online at [edmonton.ca/businesslicences](https://edmonton.ca/businesslicences) for the fastest processing time. This form may be used to apply in-person or by mail.

## BUSINESS NAME

Enter the name that you use to represent your business to customers- for instance, on your sign or letterhead.

## BUSINESS ADDRESS

Address:

City:

Province:

Postal Code:

## CONTACT DETAILS

Contact Name:

Contact Phone:

Email Address:

## MAILING ADDRESS

Attention:

Address:

City:

Province:

Postal Code:

Home Based Business Licence Application | Revised: December 2021

Personal information is collected for the purpose of administration of Edmonton Bylaw 20002 - Business Licence Bylaw and will be used to assess all matters relevant to your application for this licence, including issuance, expiry, ongoing renewal and review of your licence. Collection is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed and protected in accordance with the Act. The information in your application may be shared with other applicable government bodies or enforcement agencies for the purposes of notifying the affected entities of your application for a business licence, or for requesting input from the affected entities to assess your application for, or determine appropriate conditions, if any, for a business licence. Questions about the collection? Please contact Service Advisor, Edmonton Service Centre, 2nd floor, 10111 - 104 Avenue NW, Edmonton, AB, T5J0J4, or [businesslicenceapplications@edmonton.ca](mailto:businesslicenceapplications@edmonton.ca).

**TYPE OF BUSINESS ORGANIZATION** (Select one of the following):

Corporation or Other Registered Business

Select this option if you have registered, or are required to register your business name with the Government of Alberta, Canada, or any other province or territory. Examples include names ending in Ltd., Corp., or Inc.; numbered companies; businesses with registered trade names; societies; co-operatives; and non-profit organizations.

Legal Entity Name:

This can be found on your corporate registration documents

Do you have any other businesses under this legal entity?

Yes

No

Unregistered Sole Proprietorship

Select this option if you own and operate this business under your own name. Do not select this option if you use a registered trade name, or if you own and operate this business with one or more partners.

Owner's Last Name:

Owner's First Name:

**Additional requirement:** A staff member will ask for a copy of the owner's government issued photo ID when we process your application.

Unregistered Partnership

Select this option if you own and operate this business with one or more partners under your own names. Do not select this option if you have registered, or are required to register your business name with the Government of Alberta, Canada, or any other province or territory.

Responsible Partner: (Specify **one** partner who will be responsible for the business licence )

Last Name:

First Name:

Additional Partners: (List all other partners. If you need more space, you can write in the margin or on the back of the page)

Last Name:

First Name:

Last Name:

First Name:

Last Name:

First Name:

Last Name:

First Name:

**Additional requirement:** A staff member will ask for a copy of the responsible partner's government issued photo ID when we process your application.

**GENERAL OPERATING QUESTIONS** (Check mark or complete the following):

In order to complete your business licence application, confirmation that your business is in compliance with Edmonton Bylaw 12800 – Zoning Bylaw is required. This may require a site inspection.

1. Do you own the property where you will be operating your business?  Yes  No

If you do not own the property, or if your property is a condominium, **we recommend that you get written permission to operate a business** from the owner or condominium association. This is to protect you and your business – you do not have to provide this with your application

2. Do you live at this property?  Yes  No

3. In total, how many people live on the property and participate in the business (including the business owner)? \_\_\_\_\_

4. Are there other Home Based Businesses at this address?  Yes  No

5. Will any business-related items (not including vehicles) be stored outside on the property?  
 Yes  No

If Yes: What items will be stored outside? \_\_\_\_\_

Where will the items be stored? \_\_\_\_\_

6. Does the property have a garage?  Yes  No

If Yes: What type of garage?  Attached  Detached

Will any business-related items (other than vehicles) be stored in the garage?

Yes  No

7. How much space is required to store business-related items?

Indoor storage space (in the dwelling, garage, shed, etc.): \_\_\_\_\_ square feet

Outdoor storage (enclosed or unenclosed): \_\_\_\_\_ square feet

8. What is the maximum number of business-related visits to the home expected on a single day? \_\_\_\_\_

9. How many visits per day by: a) Clients: \_\_\_\_\_ b) Couriers: \_\_\_\_\_ c) Employees: \_\_\_\_\_

10. How many client, courier and employee vehicles will the business have on, or near the property at one time?  
\_\_\_\_\_

11. How many vehicles are registered to this property? \_\_\_\_\_

12. How many vehicles associated with this business are kept at this property? \_\_\_\_\_

13. How many vehicles can be parked on the driveway of the property? \_\_\_\_\_

14. Will any vehicles over 4600kg Gross Vehicle Weight Rating (GVWR) be associated with this business?  
 Yes  No

If Yes: How many vehicles over 4600 kg? \_\_\_\_\_

Where will they be stored when not in use? \_\_\_\_\_

15. Will any trailers or heavy equipment (e.g. bobcats) be associated with this business?

Yes  No

If Yes, Please list the type of item, length, and storage location of each item

Item	Length (in feet)	Storage Location

## BUSINESS ACTIVITIES

1. Will your home-based business operate as an administration office only?  Yes  No

2. Will you be using the property to operate a short-term home rental business?  Yes  No

2.1. If yes: Is this property your primary residence?  Yes  No

How many sleeping units will you offer for rent? \_\_\_\_\_

3. Please provide a description of the business activities:

---

---

---

4. Which business activities are performed at your home?

---

---

## IMPORTANT

### Fees

#### DEVELOPMENT PERMIT:

- MINOR HOME BASED BUSINESS \$ 129.00
- MAJOR HOME BASED BUSINESS \$ 327.00\*

#### BUSINESS LICENCE:

Fees will be calculated after the development permit is issued for your business location.

Business licence fees vary depending on your business activities. A staff member will contact you for more information about your business activities. This will determine the correct business licence categories and requirements for your business.

Visit [edmonton.ca/businesslicences](http://edmonton.ca/businesslicences) for more information about licensing requirements, terms and fees.

Applicant Signature:

Date:

### WHERE TO APPLY

Mail in your application or visit us in-person at:

Development Services  
2nd Floor, Edmonton Tower  
10111 104 Avenue  
Edmonton AB T5J 0J4  
Monday - Friday, 8am to 4:30pm

### NEED HELP?

Phone: **311** or if outside of Edmonton  
780-442-5311

### INFORMATION

For additional information,  
visit: [edmonton.ca/businesslicences](http://edmonton.ca/businesslicences)

The logo for the City of Edmonton, featuring the word "Edmonton" in white text on a black square background.