

Home-Based Business Licence Application

Office Use Only:

Submission Date: _____

Received By: _____

Account Number: _____

BUSINESS INFORMATION

Business Location:

(Address, City, Postal Code) _____

Legal Business

Name: _____

Operating

Name: _____

Mailing Address:

(if different than Business Location) _____

Email: _____

Phone: _____

APPLICANT INFORMATION

Name: _____

Mailing Address:

(Address, City, Postal Code) _____

Email: _____

Phone: _____

Please complete the following:

- Is your business name registered? (ie. Corporation, Trade Name, or Sole Proprietor) Yes No
- Are you a brand new business operating in Red Deer? Yes No
- Will there be customers to the residence? Yes** No
**If yes, a Development Permit is required for the approval to have customers to the residence
- Do you want a short-term licence? (valid for 4 consecutive months in a calendar year) Yes** No
**If yes, what is your proposed start date and end date? _____
- Description of business: _____
- Number of employees: _____

Applicants Declaration:

- I acknowledge that all information in this application is correct to the best of my knowledge.
- I verify that I am the owner, or have received authorization from all property owner(s), to operate a business at the location provided in this application.
- I understand the information provided as part of this application may be used in an Online Business Directory.
**To opt out of the Directory, please contact Licensing at 403-342-8182 or licensing@reddeer.ca.
- I verify that I am at least 18 years old or have an agent at least 18 years of age sign/authorize on my behalf.
- I acknowledge that all business operations will be in compliance with the Business Licence Bylaw 3609/2018.
- I understand the information provided as part of this application may be shared with various Provincial agencies.

SEE REVERSE FOR LICENCE REGULATIONS

Licence Regulations

Applications for home-based businesses are subject to the following regulations, as per City of Red Deer bylaw No. 3357/2006, the Land Use Bylaw (s. 4.7(8)(j)):

- (i) a home occupation shall not be staffed by any person other than a resident of the home
- (ii) not more than two adult residents of the home are permitted to work in the home occupation
- (iii) no advertising may be posted at the site of a home occupation, nor, shall there be any evidence of the home occupation which is noticeable from the exterior of the property, whether visual or otherwise
- (iv) a home occupation may not result in a disturbance to the peace and quiet or other amenities of the neighbourhood, nor may it cause the emission of dust, noise, odour, smoke, electronic interference, bright lights or other nuisance
- (v) outside storage of equipment material or goods in connection with a home occupation is prohibited,
- (vi) not more than one commercial vehicle used in conjunction with the home occupation may be parked on the site or any street adjacent thereto
- (vii) there shall be no storage or use of hazardous, noxious or dangerous goods in connection with any home occupation
- (viii) a home occupation shall be confined to a maximum of 30m² (322 sq. ft.) or 20% of the net floor area of the dwelling unit, whichever is less
- (ix) a home occupation may be accommodated in a private garage, provided however, that it does not prevent the continued use of the garage for the intended purpose of parking motor vehicles and that the parking requirements of any bylaw continue to be met
- (x) an accessory building may not be constructed or used for the sole purpose of a home occupation
- (xi) a home occupation which is allowed as a permitted use shall not generate additional traffic subsequent to the date of approval

The granting of this License shall in no way relieve the owner from complying with the requirements of City of Red Deer bylaw No. 3609/2018, Business Licence Bylaw, or any other bylaws of the City of Red Deer, or other Provincial or Federal Statutes or Regulations in force.

Printed Name of Applicant

Applicant Signature