

## HERE'S HOW TO APPLY

Both Development Permit and Business Licence applications can be made:

- ❖ Online via our portal at <https://cityview.leduc.ca>
- ❖ Through email to [planning@leduc.ca](mailto:planning@leduc.ca)
- ❖ In person at the Civic Centre by visiting the Planning & Economic Development Department

To apply for a Development Permit for a Home Occupation or Home Occupation (limited), you'll need:

- ❖ A detailed description of the business proposed in the home
- ❖ The address of the residence
- ❖ Written permission of the property owner if the owner is different than the business applicant
- ❖ Payment for the application fee within the City of Leduc Fees Bylaw

## APPROVAL PROCESS

Once you apply and receive your Business Licence you may begin to operate. For both a Home Occupation or Home Occupation (limited), your Development Permit will first need to be approved, prior to receiving your Business Licence.

For a Home Occupation application, the development permit process is subject to a 21-day appeal period, notification of your proposed Home Occupation to be sent to neighbours, and an advertisement in the local newspaper. During this time, any persons affected by the Home Occupation may appeal the decision of the Development Officer. If no appeals are received, the business licence application can be made or it will be issued if it was completed at the time of application for Home Occupation. If an application is appealed or if a Development Permit is refused, the Planning & Economic Development staff will assist you with next steps.

For more information on appeals, or to determine if your business is suitable within a home, please email [planning@leduc.ca](mailto:planning@leduc.ca).

## Contact Us

Planning and Development  
#1 Alexandra Park  
Leduc, AB T9E 4C4  
Phone: 780.980.7124  
Email: [planning@leduc.ca](mailto:planning@leduc.ca)



## Planning and Development

## Home Based Business



[www.leduc.ca](http://www.leduc.ca)



## Where do I start for a home based business?



### Home businesses are categorized as one of three types

In summary, the City's Land Use Bylaw describes them as:

**Home Office** is a secondary use to the residential use of a Dwelling for the purpose of a business which:

- ❖ Is operated by a resident of the Dwelling
- ❖ Does not require business associated visits
- ❖ Does not require any non-resident persons employed within the Dwelling
- ❖ Does not extend business activity to the garage or outside yard
- ❖ Does not require parking of a business-related vehicle

**Home Occupation (limited)** is a secondary use to the residential use of a Dwelling for the purpose of a business which:

- ❖ Is operated by a resident of the Dwelling
- ❖ May have deliveries of products or materials, up to 10 times per week
- ❖ May have some storage related to the business located inside the Dwelling, garage and/or an accessory development
- ❖ May have a business-related vehicle and does not use any outside yard for storage or any type of business activity.

**Home Occupation** is a secondary use to the residential use of a Dwelling for the purpose of a business which:

- ❖ Is operated by a resident of the Dwelling
- ❖ May have business-associated visits up to 20 times per week
- ❖ May have a non-resident person employed in the Dwelling
- ❖ May have some business activities extended to the garage and/or an accessory development
- ❖ May have a business-related vehicle
- ❖ Does not use any outside yard for storage or any type of business activity

### WHAT ARE THE REGULATIONS?

**Home Office** requires a City of Leduc Business Licence that is to be renewed annually

**Home Occupation (limited) and Home Occupations** require a Development Permit, as well as a City of Leduc Business Licence that is renewed annually.

The businesses shall comply with the following regulations:

- ❖ No exterior sign or advertisement shall be displayed
- ❖ A sign displayed from inside the building is permitted to a maximum of 46 cm x 13 cm
- ❖ There shall be no outside business activity or outside storage of material, equipment or products at the home

- ❖ Pollution control is as established under Section 20.11 of the Land Use Bylaw
- ❖ Pedestrian or vehicular traffic or parking shall be characteristic of the district in which the business is located
- ❖ The business shall not be a cause of inconvenience to adjacent landowners or tenants
- ❖ The business cannot offer services at the home in the nature of repairs or maintenance to vehicles, recreational vehicles or equipment, which involve painting, mechanical or structural work
- ❖ The storage of dangerous or hazardous goods or materials shall be at the discretion of the Development Authority

**NOTE:** A permit may be canceled upon 30 days notice where regulations of the Land Use Bylaw or the permit conditions have not been met.

**If you have questions regarding these regulations, please email [planning@leduc.ca](mailto:planning@leduc.ca) or call 780-980-7124.**



## Requirements to apply of a **Home Occupation** Permit

### Check List:

- Landowner Authorization form  
(Renter use only)
- Development Permit application
- Home Based Business Information Sheet
- Payment for the permit fees
- Business Licence application



**LANDOWNER AUTHORIZATION**

**Date:** \_\_\_\_\_

**Civic Address:** \_\_\_\_\_

**Project:** \_\_\_\_\_

This letter is to advise that I/we, \_\_\_\_\_ am/are the registered owners of the above referenced property and hereby authorize \_\_\_\_\_ to act as an agent for the address noted above in all matters relating to this project including applying for development and building permits within the City of Leduc.

**Signature of registered owner(s):** \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City/Prov: \_\_\_\_\_ Post. Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



# DEVELOPMENT PERMIT APPLICATION RESIDENTIAL / HOME OCCUPATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4  
Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: [planning@leduc.ca](mailto:planning@leduc.ca)

Project Location's Municipal Address: \_\_\_\_\_

Project Legal Description:

Plan \_\_\_\_\_

Block \_\_\_\_\_

Lot \_\_\_\_\_

- or -

Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ Meridian \_\_\_\_\_

Land Use District \_\_\_\_\_

## OFFICE USE ONLY

Application Received Date: \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Fee: \_\_\_\_\_

## EXISTING USE OF LAND/BUILDING:

\_\_\_\_\_

DESCRIPTION OF WORK:  New Construction  Addition  Other (specify) \_\_\_\_\_

## PROPOSED DEVELOPMENT OR USE:

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Single Detached       | <input type="checkbox"/> Show Home                 | <input type="checkbox"/> Shed   | <input type="checkbox"/> Secondary Suite within a Single Detached Dwelling   |
| <input type="checkbox"/> Duplex (side by side) | <input type="checkbox"/> Garage Suite Dwelling     | <input type="checkbox"/> Uncovered Deck<br>Height (m) _____<br>Area (m <sup>2</sup> ) _____ | <input type="checkbox"/> Mixed Residential Project                           |
| <input type="checkbox"/> Duplex (up/down)      | <input type="checkbox"/> Garden Suite Dwelling     | <input type="checkbox"/> Covered Deck<br>Height (m) _____<br>Area (m <sup>2</sup> ) _____   | <input type="checkbox"/> Townhouse (3-6 units):<br># of Dwelling Units _____ |
| <input type="checkbox"/> Fourplex              | <input type="checkbox"/> Hot Tub                   | <input type="checkbox"/> Swimming Pool  | <input type="checkbox"/> Apartment:<br># of Suites _____                     |
| <input type="checkbox"/> Triplex               | <input type="checkbox"/> Gazebo                    |   |  |
| <input type="checkbox"/> Manufactured Home     | <input type="checkbox"/> Home Occupation           |   |  |
|  | <input type="checkbox"/> Home Occupation (limited) |   |  |
|  | <input type="checkbox"/> Detached Garage           |   |  |
| <input type="checkbox"/> Other (specify) _____ |  |   |  |

## REGISTERED PROPERTY OWNER

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## APPLICANT INFORMATION (if not the same as registered land owner)

I have been designated as the representative of the property owner  
(written consent required to be attached to this application)

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

City of Leduc Bus. Lic. # (if applicable) \_\_\_\_\_

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# DEVELOPMENT PERMIT APPLICATION RESIDENTIAL / HOME OCCUPATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4

Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: [planning@leduc.ca](mailto:planning@leduc.ca)

**Where applicable:**

The applicant acknowledges and accepts that in accordance with policy and regulatory requirements, the City of Leduc may refer this application to external stakeholders for review. The applicant also acknowledges that any approval may be subject to appeal to either the Subdivision and Development Appeal Board or the Land and Property Rights Tribunal.

As, or on behalf of, the applicant, I hereby waive any claim of compensation pursuant to such referral or appeal.

Further, pursuant to Section 542(1) of the Municipal Government Act, I hereby consent to any authorized person entering the land and/or building referenced in this application.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOIP Statement: The personal information requested on this form is being collected under the *Safety Codes Act* and the *Municipal Government Act* for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The information is being collected in accordance with Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. NOTE: The name of the permit holder and the nature of the permit is available to the public upon request. Questions regarding the collection of this personal information may be directed to the City Clerk at (780) 980-7177 at #1 Alexandra Park, Leduc, AB, T9E 4C4.

## Home Based Business Information Sheet

Please note: This information may be shared with adjacent neighbours through the notification process or if the application is appealed. If there are items that you deem sensitive information, please notify the Development Officer upon application submission to further discuss the release of the information.

### 1. Summary of Business

Please provide a description of the home business including all activities associated with the operation that will take place at the home, either inside or outside of the building:

### 2. Employees

i. How many employees work within the home, that do not live there? \_\_\_\_\_

### 3. Delivery of Good or Products

a. Does the business receive product deliveries at the home? Y/N

i. If Yes, how many are expected per week? \_\_\_\_\_

### 4. Client/Customer Visits at the Home

a. Do clients or customers visit the home for services, drop-offs, pickups etc.? Y/N

i. If yes, how many are expected per week? \_\_\_\_\_

ii. If yes, what is the range of the duration for the customer visit? \_\_\_\_\_

iii. Do you have a parking space available on the site, for the customer visit? Y/N

iv. If offering services to the customer, where in the home, will the services occur?  
(basement, den, garage etc.) \_\_\_\_\_

### 5. Business Vehicles or Trailers

a. Do you have business related vehicles that you park or store at the home? Y/N

i. If yes, for a vehicle, please list the make/model \_\_\_\_\_

ii. If yes for a trailer, please indicate the style (flat bed, enclosed, dump box etc.)  
and length (bumper to hitch) \_\_\_\_\_



Home Base Business Information Sheet

iii. Do you have a parking space on the site, for the vehicle/trailer? Y/N  
Parking location: \_\_\_\_\_

6. Product/Materials Storage

a. Will there be storage at the home for products or materials related to the business? Y/N  
i. If yes, please complete the table below:

Product or Material	Quantity	Method of Storage (i.e. open, containerized or sealed packaging):	Method of Disposal (land fill, use, eco station):	Hazardous Material
				Y/N

ii. Will there be any hazardous products or materials stored? Y/N  
iii. Where are the products/materials stored (dwelling, garage, shed, basement etc.?)  
iv. How much space (sq. ft) is used to store the products or materials?  
\_\_\_\_\_

7. Business Activity

a. Will there be business activity in the garage or accessory development (shed etc.)? Y/N

Additional Information:

Land Use Bylaw Regulations for Home Based Businesses

- no exterior sign or advertisement shall be displayed;
- a sign displayed from inside the building is permitted to a maximum size of 46 cm x 13 cm;
- the outside yard shall not be used for business activity, or storage of material, equipment or products;
- pollution control shall be maintained as per Section 20.11 of the Land Use Bylaw;
- parking and pedestrian or vehicular traffic, in the opinion of the Development Officer, shall be characteristic of the District in which the business is located;
- the business shall not be a cause of inconvenience to adjacent landowners or tenants;
- the storage of dangerous or hazardous goods or materials for the business shall be at the discretion of the Development Authority.

NOTE: A Home Occupation permit may be cancelled by the Development Authority on 30 days' notice where the regulations of the Land Use Bylaw or the permit conditions have not been met. A Home Occupation permit, once cancelled, may not be re-applied for on the same Parcel for the same or similar use for a period of six (6) months from the date of cancellation.



### CREDIT CARD AUTHORIZATION FORM

I, \_\_\_\_\_ of \_\_\_\_\_  
(Print name) (Company name)

ADDRESS: \_\_\_\_\_

CITY/PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

I hereby authorize the City of Leduc to use the following credit card number to the cover cost of:  
**(Please choose one per form)**

City Permits

Pet Licence

Utility Deposit

Business Licence

Other: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

Card issued to: \_\_\_\_\_ \*CVD/CVV # \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**\*CVD/CVV is the three digits on the back of your Visa or Mastercard, or the 4 digits on the front of your American Express**

Planning #: _____ _____ _____
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The personal information on this form is collected to provide payment to the City of Leduc. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information can be directed to the City Clerk at 780-980-7132, #1 Alexandra Park, Leduc, Alberta, T9E 4C4.



# BUSINESS LICENCE APPLICATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4  
Telephone: 780-980-8427 | Fax: 780-980-7127 | Email: business@leduc.ca

## APPLICATION STATUS:

New Business       Renewal       Information Update

**Legal or Registered Business Name**

(Please include a copy of the incorporation or business trade name certificate.)

**\*Office Phone Number**

**Cellular Phone Number**

**\*Operating/Trade Name**

**Fax Number**

**\*Business Location (operating address)**

**\*Email**

CITY/PROV:

POSTAL CODE:

**Mailing Address (if different than business location)**

**\*Website**

**Description/Nature of Business**

FULL TIME:      PART-TIME:      SEASONAL:

**Number of Employees (Leduc businesses only)**

**Business Owner Name(s)**

**Employees on-site (non-residents only)**

CITY/PROV:

POSTAL CODE:

**Business Owner(s) Mailing Address**

**Business Opening Date (if applicable)**

**Operator / Manager Name (if different than owner)**

**NAICS Class (if known)**

CITY/PROV:

POSTAL CODE:

**Operator / Manager Mailing Address**

\* Information indicated with this symbol will be included in the City of Leduc online business directory.

**Applicant Printed Name**

**Applicant Signature**

**Date**

This information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, R.S.A., 2000 and will be used to process your business licence. This information is considered public information and will be routinely disclosed upon request by the public. If you have any questions about this collection, use, or disclosure of this information, please contact the City Clerk, City of Leduc, 1 Alexandra Park, Leduc, AB, T9E 4C4.

If your business licence fee is exempt in accordance with a Statute of the Province of Alberta, Parliament of Canada or a registered association, you are required to provide proof for an exemption.

## FOR OFFICE USE ONLY

<b>Licence #:</b>		<b>Bus. Type:</b>		<b>Dev. Permit:</b>	
<b>NAICS Class:</b>		<b>Use:</b>		<b>Zone Type:</b>	
<b>Referral Req'd:</b>	YES/NO	<b>Department:</b>		<b>Planning Approval:</b>	
<b>Licence Fee:</b>		<b>SCO Approval:</b>		<b>Date:</b>	

## FOR CREDIT CARD PAYMENTS:

**Credit Card No.**

**Expiry Date**

**Authorization Signature**