

## APPLYING FOR A PERMIT

A new home-based business requires a development permit. You need to submit the following as part of your application:

- Completed application form (available online at [laclabichedcounty.com](http://laclabichedcounty.com))
- Current certificate of title
- Landowner's consent if the site does not belong to you (signature on application form or letter of authorization)
- Layout of the site to be used, or a floor plan of the dwelling in which the business will be located
- Business information including:
  - Scope, signage and hours of operation
  - Estimated number of clients/traffic volumes
- Roadside Development Permit issued by Alberta Transportation, if the property is within 800 metres of a provincial highway

## SAFETY CODES PERMITS

Depending on the nature of your development, you may need to get Building, Gas, Electrical, Plumbing and Private Sewage Disposal System permits. These permits are *in addition* to the development permit.

These permits make sure a development meets all necessary safety standards. These permits are required for construction, alteration or changes in use of any building. Creating a home-based business in a dwelling or accessory building counts as a change in use, so safety codes permits are needed.

The Inspections Group Inc. is responsible for safety codes inspections and permitting in Lac La Biche County. You can apply for these services online at [inspectionsgroup.com](http://inspectionsgroup.com).

## FOR MORE INFORMATION:

Please visit Lac La Biche County's website ([laclabichedcounty.com](http://laclabichedcounty.com)) and visit the Planning and Development page, under the tab marked "Our Services."

## DIRECT CONTACT INFO:

### Planning & Development

Phone: 780-623-1747 Fax: 780-623-2039  
[planning.development@laclabichedcounty.com](mailto:planning.development@laclabichedcounty.com)  
13422 Highway 881 (County Centre office)  
P.O. Box 1679

### The Inspections Group Inc.

Website: [inspectionsgroup.com](http://inspectionsgroup.com)  
Phone: 780-454-5048 Fax: 780-454-5222  
Toll-free: 1-866-554-5048  
12010-111 Avenue, Edmonton, AB T5G 0E6

### Alberta One Call

1-800-242-3447

### Alberta Transportation (Athabasca District Office)

780-675-2624

### Alberta Home Warranty

Website: [homewarranty.alberta.ca](http://homewarranty.alberta.ca)  
1-866-421-6929



## PLANNING & DEVELOPMENT SIMPLIFIED



## HOME-BASED BUSINESSES

# HOME-BASED BUSINESSES

In Lac La Biche County's Land Use Bylaw, a home-based business means a residential lot or dwelling being used by the permanent resident(s) for a professional occupation, trade or craft.

**A home-based business cannot be the primary use of the property (i.e. a residential lot or dwelling should be a home first and a business second).**

The Land Use Bylaw separates home-based businesses into three categories:

A **Minor Home Business** may involve the permanent resident(s) using a portion of the main dwelling (e.g. consultants, crafters, estheticians, etc.).

A **Major Home Business** may involve using a portion of the main dwelling, its accessory buildings and site, or a combination of them (e.g. small engine repairs, vehicle detailing, and those examples provided above if they can't operate exclusively in the main dwelling).

An **Agricultural Home Business** means a home-based business on a property in the Agricultural zoning category. An Agricultural Home Business is run by the property's permanent resident(s) and uses a dwelling or farm building for a business that is *secondary* to the property's overall agricultural use (e.g. a crop or livestock farm where crafts are also sold on-site).

# IMPORTANT INFORMATION

- A development permit is required for any type of home-based business.
- If you are planning to use signs, information on sign size(s) and location(s) should be included in your development application.
- In addition to a development permit, you will need to get a Building Permit. This is required even if your home-based business is going to be in the main dwelling, because this is considered a change in the property's use.
- In addition to a development permit, you may also need to get Gas, Electrical, Plumbing and Private Sewage Disposal System permits, depending on the scope of your project.
- A home-based business may not change the overall appearance of the residence or yard.
- Depending on the nature of home-based business being proposed, the Development Authority (Lac La Biche County) may impose conditions to limit hours of operation.
- A development permit may be withdrawn if the Development Authority determines that a home-based business is negatively affecting the surrounding neighbourhood.
- A development permit will be cancelled if there is a major change in the home-based business for which it was issued (i.e. a home-based consulting business cannot simply be replaced with another type of home-based business. A new development permit must be obtained).

# FREQUENTLY ASKED QUESTIONS

**Is there a limit to how many home-based businesses I can have?** Yes, our Land Use Bylaw sets a maximum of two home-based businesses per parcel.

**Are there other permits required, in addition to the development permit?** Yes, you need to get a Building Permit because the use of your property is changing. You may also need to get Gas, Electrical, Plumbing and Private Sewage Disposal System permits, depending on the scope of your project.

**Can my home-based business have employees?** Yes, within the limits below:  
Minor Home Business: Only permanent resident(s)  
Major Home Business: Up to three employees  
Agricultural Home Business: Up to five employees

**Can I sell products that are part of my home-based business?** Yes, products can be sold on-site if they are part of your business.

**If I move, do I have to apply for a new development permit for my home-based business?** Yes, because your development permit is specific to your property and type of home-based business. The development permit cannot be transferred to a new dwelling or parcel.

**Contact Lac La Biche County's Economic Development staff**

at (780) 623-6737 or email [ecdev@laclabichecounty.com](mailto:ecdev@laclabichecounty.com) for guidance with setting up a home-based business in our community.