

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
- ❖ 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.

Contact Us

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Planning and Development

Home Based Business



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 or call 780-980-7124.