



Town of Sylvan Lake
Municipal Government Building
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Sylvan Lake, AB T4S 1G6
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sylvanlake.ca
bl@sylvanlake.ca

BUSINESS LICENSE APPLICATION Home Occupation Business

New ☐ Change of Information ☐ Renew Inactive License ☐

FOR OFFICE USE ONLY

B.L. #: _____ Customer ID: _____ Tax Roll: _____ Date Received: _____

Legal (Registered) Business Name: _____

Operating Business Name: _____

Business Owner(s): _____

Name of Applicant: _____

Business Address: _____

Unit #	Street Address	Town	Province	Postal Code
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Mailing Address: _____
(if different from above)

Telephone (business): _____ Cell: _____

Email Address: _____

I agree to receive electronic communication. ☐ Yes ☐ No

Are you the owner of the property? ☐ Yes ☐ No

The permission of the property owner is required by either:

- the property owner(s) signature at the bottom of this application; or
- permission in writing emailed to (bl@sylvanlake.ca).

What area (sq footage) of the house is required to operate the business? _____

What is the classification of the business (e.g. Massage Therapist, Contractor, Accountant, etc.) _____

Describe the daily operation of the business from the property _____

Will there be any product sales? ☐ Yes ☐ No

➤ If "yes" describe _____

BUSINESS LICENSE APPLICATION

Home Occupation Business

Will there be any dangerous goods stored on the site that would not be reasonably used in association with the residential dwelling?

☐ Yes ☐ No

➤ If “yes” what and where are they being stored _____

Will a vehicle(s) be required for the business? ☐ Yes ☐ No

➤ If “yes” how many vehicles and what type of vehicle(s) _____

Will a trailer(s) be required for the business?

➤ If “yes” how many trailer(s) and what type of vehicle(s) _____

➤ What is the length of the trailer(s) _____

➤ Is the trailer(s) enclosed or open _____

➤ Where is the trailer(s) being stored _____

Will equipment and/or materials be used for the business? ☐ Yes ☐ No

➤ If “yes” what equipment and/or materials will be used _____

➤ Where will the equipment and/or material be stored _____

Has this business been previously licensed in the Town of Sylvan Lake? ☐ Yes ☐ No

➤ If “yes” where was the previous location _____

Is there any other business currently operating on this site? ☐ Yes ☐ No

➤ If “yes” what is the name of the business _____

Are there any modifications to the home or property to accommodate the business? ☐ Yes ☐ No

➤ If “yes” please explain _____

Website Business Directory

**ALL businesses with an “Active” Annual business license will be listed on the Website Business Directory
except no address will be listed for Home Occupation Class “A”**

To add to your business listing you can supply the following information to bl@sylvanlake.ca

- Company logo
- Up to 3 photos that depict your business
- Detail description of the business for the public
- Website for the company
- Any social media accounts for the company

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To determine which classification of Home Occupation you are applying for and if a development permit will be required, please complete the three (3) questions below.

Will you have clients visit the property?

- ☐ Yes – you would apply for a Home Occupation Class “B”
☐ No

Will you have employees that are not permanent residents of the property attend the property for any work-related reasons?

- ☐ Yes – you would apply for a Home Occupation Class “C” which will require MPC approval
☐ No

Will you be using an accessory building (detached garage or shed) for the business?

- ☐ Yes – you would apply for a Home Occupation Class “C” which will require MPC approval
☐ No

If you answered “**Yes**” to any of the three (3) questions above, then a Home Occupation Development Permit is required. Please complete the following Home Occupation Development Permit Application.

Home Occupation Development Permit Application

A current certificate of title (30 days or less) is required when applying for a development permit.

A site plan showing all parking stalls on the site must be submitted with the application.

What is the legal land description Lot _____ Block _____ Plan _____

Will the use of any accessory building(s) (detached garage or shed) on the site be required? ☐ Yes ☐ No

- If “**yes**” what accessory building(s) _____
- What area (sq footage) of the accessory building(s) _____
- What is the use of the accessory building(s) _____

How many parking stalls are on the property? _____

(Parking stall includes driveways, parking pad and garage. This does not include parking on a public roadway)

A site plan showing all parking stalls on the site must be submitted with the application.

- Dimensions of each parking stall _____

Do you have employees? ☐ Yes ☐ No

- If “**yes**” how many _____
- How many employees are permanent residents of the property _____
- Will the employee(s) who are not permanent residents of the property attend the property for any work-related reasons?
☐ Yes ☐ No
- If “**yes**” for what purpose _____

A parking stall must be provided on site for the non-resident employee in addition to the required stalls for residential use.

(Show all the required parking on the site plan)

Will there be client visits to the home? ☐ Yes ☐ No

- If “**yes**” how many visits per day _____
- What is the length of each visit _____
- Do client visits overlap? ☐ Yes ☐ No
- If “**yes**” what is the maximum number of clients at one time _____

A parking stall must be provided on site for client visits in addition to the required stalls for residential use. If you have more than one client at any given time, an additional stall will be required for each additional client. **(Show all the required parking on the site plan)**

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Home Occupation Business

Business License Fee

The Business License fee is paid after the approval of the application. The annual business license fee for a home occupation class "A" is \$100.00 and class "B" and class "C" are \$200.00. A business license is valid for one calendar year. A business that has not previously held a valid Town of Sylvan Lake business license will be charged a prorated fee for the balance of the current year. This fee will be determined after the application has been approved.

Development Permit Fees

Home Occupation Class "B" - \$75.00 fee due at the time of application
(should a relaxation be required for your Home Occupation Class "B" an additional \$75.00 fee will be required)

Home Occupation Class "C" - \$150.00 fee due at the time of application

- An application can take up to 8 weeks to process.
- Failure to complete this application fully and to supply the required information may cause delays in the processing of the application.
- The applicant will be notified in writing of the approval or denial of the development permit.
- The development permit does not become valid until the development permit conditions have been met and there has been a twenty-one (21) day appeal period in which the proposed development (change of use of the property to allow a home occupation) is advertised. If there are no appeals against the development at the end of the twenty-one (21) day appeal period, and all the conditions have been met, the development permit is considered valid.
- The development permit for a Home Occupation "B" shall have a time limit of up to 3 years. The applicant may reapply if the home occupation still meets the regulations.
- The development permit for a Home Occupation "C" shall have a time limit of up to 2 years. The applicant may reapply if the home occupation still meets the regulations.
- Home Occupation "A" may not display any signage.
- Home Occupation "B" or "C" – specific signage permitted – see signage regulations.
- Once the development permit is valid your business license will be submitted for processing. The business license will be processed if all other requirements have been met. (e.g. Alberta Health approval where required).
- You will be contacted by the Licensing Inspector when your business license is approved. The fee for the business license will be determined at that time.
- You are not authorized to operate your business until you have obtained your business license.

BY SUBMITTING AN APPLICATION I HEREBY ALLOW THE RIGHT OF ENTRY FOR INSPECTION PURPOSES. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS FULL AND COMPLETE AND IS, TO THE BEST OF MY KNOWLEDGE, A TRUE STATEMENT OF THE FACTS RELATING TO THIS APPLICATION FOR A HOME OCCUPATION BUSINESS LICENSE.

Print Name of Applicant

Signature of Applicant

Date

Print Name of Business Owner

Signature of Business Owner

Date

Print Name of Property Owner

Signature of Property Owner

Date

BUSINESS LICENSE APPLICATION

Home Occupation Business

FOR OFFICE USE ONLY			
Development Permit		Business Licensing	
Date Received			
Date Received Completed			
Fee Submitted			
Receipt #			
Land Use District			
Tax Roll #			
Home Occupation	<input type="checkbox"/> B	<input type="checkbox"/> C	
Development Permit #			
Date DP Issued			
Advertising Date			
Date DP Valid			
Date DP Expires			
Additional Comments			
Issued by:			
Date:			
Date Received from DP			
Customer #			
Business License #			
Prorated Fee		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fee			
Invoice #			
Receipt #			
AHS Approval received		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
NAICS #			
Additional Comments			
Home Occupation		<input type="checkbox"/> A	
Issued by:			
Date:			

CHECK LIST

- ☐ **Fee submitted**
- ☐ **Parking layout & dimensions submitted**
- ☐ **Current certificate of title (if applicable)**
- ☐ **Signature/letter of permission of property owner**
- ☐ **Signature of the applicant**
- ☐ **Acknowledge of the Web Business Directory**
- ☐ **AHS approval received (if applicable)**