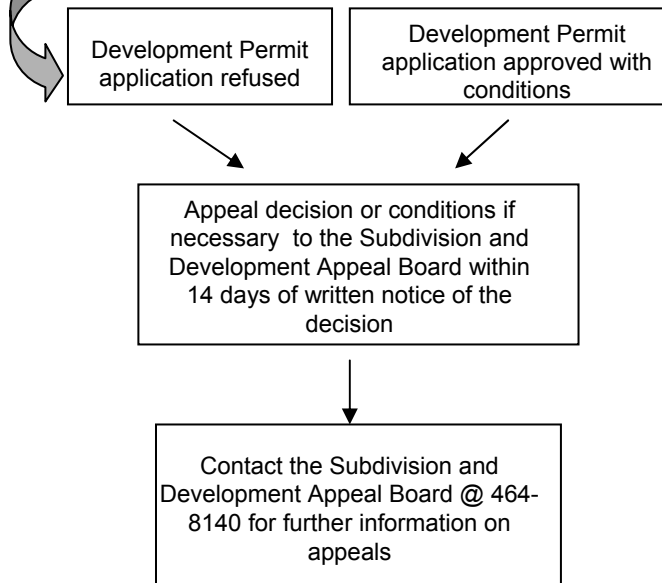


## The appeal process



You may wish to contact Strathcona County Economic Development and Tourism for their brochure entitled **Starting a Business in Strathcona County** - your natural location for growth. Strathcona County Economic Development and Tourism can also provide information or assistance on: market research, site selection, lease space inventory, business inventory, and other aspects of starting a small business. They can be reached at Phone 464-8216; Fax 464-8444; or E-mail [natural@strathcona.ab.ca](mailto:natural@strathcona.ab.ca)

## For more information

The staff of Planning and Development Services will be pleased to explain the Land Use Bylaw regulations and how they may apply to you.

### PLANNING AND DEVELOPMENT SERVICES

Strathcona County  
Main Floor, County Hall,  
2001 Sherwood Drive  
Sherwood Park, Alberta  
T8A 3W7

Telephone: (780) 464-8080  
Fax: (780) 464-8142  
Website: [www.strathcona.ab.ca](http://www.strathcona.ab.ca)

#### OFFICE HOURS:

MONDAY TO FRIDAY 8:30 a.m. to 4:30 p.m.

*E-mail addresses available upon request.*

Please note: This brochure has no legal status and cannot be used as an official interpretation of the various regulations currently in effect. Users are advised to contact Planning and Development Services for more information. Strathcona County accepts no responsibility for persons relying solely on this information

## Development Permit Information

# Home Business



**Strathcona**  
County

**PLANNING AND DEVELOPMENT SERVICES**

# Development Permit Information

# Home Business



*The classification of your home business will be determined by a Development Officer, based on the information provided.*

Strathcona County has two classification for home businesses:

**Home Business, Minor** means the secondary use of a principal dwelling by at least one (1) permanent resident of the dwelling, to conduct a business activity or business.

**Home Business, Major** means the secondary use of a principal dwelling, it's accessory buildings and site, or combinations thereof, by at least one (1) permanent resident of the dwelling, to conduct a business activity or business.

## When to apply

A Development Permit is required for all Home Based Businesses in Strathcona County. A Building permit may also be required for a Home Business that is recognized as a health or safety issue.

Home businesses do not include:

- Adult entertainment services
- Dating or escort services
- Bed and breakfast establishments
- Veterinary services (major or minor)

Home businesses are not allowed in family care dwellings or group homes.

## What to submit

- A completed development permit application with landowner signature
- A site plan showing all structures on the property, location of parking for customers/clients and vehicles associated with the home business
- Identify the building(s) which the home business is proposed to be operated within
  - A floor plan of the residence (indicate where you intend to operate the home business, including dimensions and areas of storage)
- A letter providing information on the following:
  - Nature of home business; give a detailed description of the services provided, products manufactured, items repaired, or goods offered for sale
  - Employees - number of resident and non-resident, on-site employees
  - Size - gross floor area of dwelling and area to be used for home business
  - Equipment - used in the operation of the home business
  - Hours and days of operation
  - Vehicle(s) - include type, size and weight (Gross Vehicle Weight Rating, GVWR) of any vehicle used in conjunction with the business
  - Traffic - number of business clients or customer visits to the home business per hour / day
  - Storage - highlight areas of storage if any on floor plan
  - Advertising – method of advertising (newspaper, yellow pages)

Application fee (See current fee schedule)

- \*Additional information may be required from a Development Officer

## Development Regulations

When your application for a home business is reviewed, the following will be taken into consideration by a Development Officer:

- A home business must be secondary to the residential use of the land / or building.
- Impact that a home business may have on the privacy and amenities of the neighbouring properties (eg. noise, traffic)
- A home business must not change the residential character of your home or yard.
- A Minor Home Business may only be operated by permanent residents of the site and no non-resident, on-site employees are permitted.
- A Major Home Business may be permitted to have up to 4 non-resident on-site employees depending on the size of your property.
- Other specific regulations are applicable depending on the location of the home business, size of property, and type of home business.
- Minor and Major Home Businesses on parcels less than 0.8 ha (2 acres), are allowed one sign up to 0.19m<sup>2</sup> (2ft<sup>2</sup>) in area.
- A Major Home Business on a parcel equal to or greater than 0.8 ha (2 acres) is allowed one sign up to 1.5m<sup>2</sup> (16.1ft<sup>2</sup>) in area.
- A development permit for a home business is temporary, and may be issued for up to 3 years