

## Need More Assistance?

Strathcona County Economic Development and Tourism can provide information on market research, site selection, lease space inventory, business inventory and other aspects of starting a small business. Contact them at:

**Phone:** 780-464-8095

**E-mail:** [scedt@strathcona.ca](mailto:scedt@strathcona.ca)

For more information on obtaining a home based business permit, please contact Planning and Development Services.



## Get started today

The staff at Planning and Development Services are pleased to explain the various requirements and how they relate to your business.

Please feel free to contact us anytime.

## Contact us

Strathcona County  
Planning and Development Services

Main Floor, County Hall  
2001 Sherwood Drive  
Sherwood Park, Alberta T8A 3W7  
[www.strathcona.ca](http://www.strathcona.ca)  
Phone: 780-464-8080  
Fax: 780-464-8142

Office Hours:  
Monday to Friday 8:30 a.m. - 4:30 p.m.

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.



# Home Business



## Classifications

**Home Business, Minor** means a home business which shall:

- Occupy a maximum of 30 percent of the dwelling unit's gross floor area;
- Have a maximum of four (4) client or customer visits per day;
- Not employ any non-resident, on-site employee;
- Not exceed two (2) home business vehicles; and
- Storage of materials and equipment must be within the principal building.

**Home Business, Intermediate** means a home business which shall:

- Occupy a maximum of 30 percent of the dwelling unit's gross floor area plus a maximum of 30 percent of the gross floor area of all accessory buildings;
- One (1) or two (2) non-resident, on-site employees, depending on parcel size;
- Six (6) to eight (8) client or customer visits per day, depending on the parcel size;
- Have no exterior lot storage.

**Home Business, Major** means a home business which shall:

- Not be considered on a lot less than 2.02 hectares;
- Occupy a maximum of 30 percent of the dwelling unit's gross floor area plus a maximum of 30 percent of the gross floor area of all accessory buildings;
- Three (3) to six (6) non-resident, on-site employees, depending on parcel size; and
- Two (2) to three (3) customer visits per hour, depending on parcel size.

**A development permit is required for all home business classifications.**

**The approval for Home Business, Minor is permanent, provided the ownership remains the same. The approval for Home Business, Intermediate and Major, are temporary and will require a renewal every one to three years.**

## What to submit:

- A completed development permit application with landowner signature.
- A site plan that identifies:
  - ✓ All structures on the property;
  - ✓ Building(s) being used for business;
  - ✓ Location of parking (both customers/clients and vehicles associated with business); and
  - ✓ Storage areas, including size and dimensions.
- Floor plan of the residence and/or accessory building being used for the business that identifies:
  - ✓ Use and dimensions of each room; and
  - ✓ Storage areas, including the size and dimensions.
- A completed home business questionnaire (or a letter) providing the following information:
  - ✓ Detailed description of the nature of the home business (services provided, products manufactured or sold, etc.);
  - ✓ Number of resident and non-resident employees (advise whether they work at the property or off-site);
  - ✓ Total area being used for business purposes including gross floor area of dwelling (and accessory buildings);
  - ✓ Equipment being used in the operation of the home business, if applicable;
  - ✓ Hours and days of operation
  - ✓ List any vehicle(s) being used in conjunction with the business including type, size, weight (Gross Vehicle Weight Rating - GVWR)
  - ✓ Number of client visits to the home (per hour/per day), if any; and
  - ✓ Methods (if any) of advertising including on-site signage, newspaper, website, etc. the property or off-site);
- Pictures of all home business vehicles
- Current copy of title, obtained within the last 30 days
- Application fee (see current fee schedule)

## Development regulations

Home businesses are regulated under the Land Use Bylaw.

### General regulations:

- A development permit shall expire upon change in ownership of the property.
- A home business must be a secondary use to the residential use of the land (or buildings). It must not change the residential character of your home or property.
- The development officer must consider the potential impact of the proposed business on the privacy and amenities of the neighbouring properties (noise, traffic etc.)
- Not all commercial activities can be considered as a home business.
- The home business regulations take into consideration the location, the size of the property, and the type of business activities.
- Home businesses may have one non-illuminated business sign depending on the property, see specific signage regulations in the Land Use Bylaw or speak to a development officer.
- Home businesses, if considered in a district, will be listed as either a "permitted" or "discretionary" use.
- A development officer will approve a development permit for a **permitted use**, provided it complies with the Land Use Bylaw.
- A development officer has the discretion to approve or refuse a development permit for a **discretionary use**, depending on the interpretation and circumstances of the application. The intent is to provide flexibility to expand the range of uses where, in some circumstances, a discretionary use would be appropriate. The procedures for discretionary uses provide some opportunity for community input into the decision making.