



# STARTING A BUSINESS IN ST. ALBERT (FOR RESIDENTS ONLY)

For additional information or assistance with this form,  
please contact Business Licensing at 780-459-1618.

## STEP 1 SELECT YOUR BUSINESS TYPE

### A Home-Based Business

There are two categories that fall under this group.

**1. Home Office** is defined as:

- Not open to clients or public
- Not the primary workplace of staff

**2. Home Occupation** is defined as:

- Having staff work from your home and/or
- Having clients meet you at your home

### B Commercial & Industrial

### C Tobacco

## STEP 2 FULFILL REQUIREMENTS CHECKLIST

#### If defined as Home Office:

- Business Licence Application **1**
- Home Occupation Questionnaire **1**
- Condo Board Approval, and/or Homeowner Authorization

#### If defined as Home Occupation: (includes above requirements)

- Development Permit **2A**
- Building Permit and Inspection **3**
- Fire Inspection

- Business Licence Application **1**
- Development Permit **2**
- Building Permit and Inspection **3**
- Fire Inspection

- Tobacco Licence Application **1**

## STEP 3 FULFILL ADDITIONAL REQUIREMENTS IF APPLICABLE

*Applicable to A and B only*

- Sign Permit **2B**
- Alarm Systems Permit **4**
- Alberta Health Services
- Taxi/Limo Requirements **1**
- Alberta Gaming & Liquor Commission
- Alberta Motor Vehicle Industry Council

*Please see Business Resources for further contact information to assist with fulfilling the above requirements.*

## DEPARTMENT CONTACT INFORMATION

### 1 Business Licensing

Main Floor, 5 St. Anne St  
Ph: 780-459-1618  
Fax: 780.459.1733  
licensing@stalbert.ca  
**cultivatebusiness.ca**

### 2A Developmental Permit

### 2B Sign Permit

Planning & Development Services  
2nd Floor, 5 St. Anne St  
Ph: 780.459.1642  
Fax: 780.458.1974

**stalbert.ca/  
planning-development**

### 3 Building Permit & Inspection

Engineering Services  
2nd Floor, 5 St. Anne St  
Ph: 780.459.1642  
Fax: 780.458.1974

**stalbert.ca/bis**

### 4 Alarm Systems

Municipal Enforcement Services  
96 Bellerose Drive  
Ph: 780.458.4300  
Fax: 780.459.9425

**stalbert.ca/alarm-systems**



# BUSINESS RESOURCES

## ABOUT US

The City of St. Albert Economic Development Division provides strategic support to enhance the overall economic prosperity of the City of St. Albert. The Division takes a proactive approach to raise the profile of St. Albert as an exceptional place to invest in residential, commercial and industrial opportunities. The Division also executes strategies designed at marketing St. Albert as an excellent place to live, visit and do business.

We have plenty of sources of information available to assist with business planning, including:

- Northern Alberta Business Incubator (NABI)
- Workshops
- Mentoring/coaching
- Office space rental
- Land/real estate for sale
- Regular workshops, events, seminars, and webinars
- Retail Demand Study
- Community Profiles (including Income, Labour Force Data, Traffic Counts)
- Focus on Business eNewsletter
- Twitter Channel: @StA\_Business
- Quadrant Profiles
- St. Albert Consumer Survey
- St. Albert Trade Area Survey
- St. Albert Municipal Census Report
- Street Map

Additional resources and information are available upon request.

## OTHER RESOURCES

### CIVIC

Alarm System Permits  
780-458-4351

Fire Department  
780-418-6069

Municipal Enforcement  
780-458-4300

### ORGANIZATIONS

Alberta Motor Vehicle Industry Council (AMVIC)  
780-466-1140  
[www.amvic.org](http://www.amvic.org)

Alberta Health Services - St. Albert  
780-460-4751  
[www.albertahealthservices.ca](http://www.albertahealthservices.ca)

Better Business Bureau  
780-482-2341  
[www.edmonton.bbb.org](http://www.edmonton.bbb.org)

BizPal  
*Online resource for streamlining your business permit and licensing experience*  
[www.bizpal.ca](http://www.bizpal.ca)

The Business Link  
1-800-272-9675  
[www.canadabusiness.ca](http://www.canadabusiness.ca)

Chamber of Commerce  
780-458-2833  
[www.stalbertchamber.com](http://www.stalbertchamber.com)

Northern Alberta Business Incubator (NABI)  
780-460-1000  
[www.nabi.ca](http://www.nabi.ca)

### REGISTER/SEARCH BUSINESS NAME

Government of Alberta Registry Office or Corporate Registry  
780-310-0000  
[www.alberta.ca](http://www.alberta.ca)  
[www.service-alberta.net](http://www.service-alberta.net)

### PROGRAMS AND SERVICES

[www.programs.alberta.ca/Business/IndexB.aspx](http://www.programs.alberta.ca/Business/IndexB.aspx)

Alberta Gaming and Liquor Commission (AGLC)  
1-800-272-8876  
780-447-8600  
[www.aglc.ab.gov.ca](http://www.aglc.ab.gov.ca)

Workers' Compensation Board (WCB)  
1-866-922-9221  
780-498-3999  
[www.wcb.ab.ca](http://www.wcb.ab.ca)

### GOVERNMENT OF CANADA

[www.canada.gc.ca](http://www.canada.gc.ca)

GST Information  
1-800-959-5525  
[www.taxes.ca/info/info-cra.php](http://www.taxes.ca/info/info-cra.php)



St. Albert Business Centre  
29 Sir Winston Churchill Avenue  
St. Albert, AB T8N 0G3

Ph: 780.459.1631  
Fax: 780.460.1161

[info@stalbert.ca](mailto:info@stalbert.ca)  
[licensing@stalbert.ca](mailto:licensing@stalbert.ca)

[cultivatebusiness.ca](http://cultivatebusiness.ca)