



Home-Based Businesses

Land Use Bylaw Requirements & Application Checklist

January 2025

Home-Based Business

The City of St. Albert establishes regulations for home-based businesses. A home-based-business is accessory to the residential use of a property and shall be of a size, scale and intensity that will maintain the residential character of the area.

Is a Development Permit required for all home-based businesses?

No. A Development Permit is not required for a home-based business (level 1). A home office is operated out of one room in the dwelling, for a business that involves office functions only, and generates no associated traffic.

Once I receive my Development Permit, can I immediately start my business?

No. A home-based business, if approved, is subject to an appeal period. Affected neighbours will be notified of the decision and have the right to appeal.

A home-based business must also obtain a business license, a building permit, and possibly approvals from other provincial and federal agencies.

Home-Based Businesses are subject to the following regulations:

- Must be accessory to the residential use.
- Shall not store any materials or products outside the dwelling or garage.
- Shall not use mechanical equipment that is not typical for residential use.
- Shall not produce offensive noise, vibration, odour, dust, heat, glare, electrical or radio disturbances.

Notwithstanding the above, the Development Authority may impose additional requirements on the permit. The Development Authority has the discretion to refuse the application if determined the use would be more appropriately suited for a commercial or industrial district.

Should I contact my neighbours before applying?

A Neighbouring Properties Consultation may be required prior to a decision being made. The results of the consultation to all properties within a 30 m radius of the home-based business must be provided with your application.

Application Checklist

An application for a development permit will only be accepted once the application is deemed complete. A complete application includes the following:

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- Applicable fee.**
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- Completed development permit and building permit application forms.**
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- Owner's authorization form** (if the applicant is not the owner).
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- Certified Copy of Title and copies of any registered instruments that may affect development** (Caveats,
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Easements, Restrictive Covenants, etc.)

- Two copies of a site plan, in metric, showing:**
 - The footprint of the dwelling, and location of parking availability on the lot.
- Two copies of a floor plan showing:**
 - The location of the home-based business within the dwelling, and any renovations that are to take place.
- Home-based business questionnaire.**
- Letter of intent:**
 - Letter to explain nature of your business, operating hours, number of people attending the home at one time, proposed number of employees, available parking, etc.
- Results of a neighbouring properties consultation:**
 - Please note that the Development Officer may require additional information

Please note that the Development Authority may require additional information to process your application.

Filing an Appeal

If your development permit application has been approved with a variance, the City must notify affected parties within a specified radius of the approval. Property owners affected by the decision have the right to appeal within 21 days of the receipt of the decision. A decision may also be appealed by the applicant if the Development Authority fails to issue a permit within 40 days, refuses the permit, or the applicant does not agree with the decision of the Development Authority.

Note: The information contained herein only applies to provisions as set out in the City of St. Albert Land Use Bylaw. Compliance with the Alberta Building Code is subject to a separate review process. It is the responsibility of the applicant to comply with any other regulation, code, or legislation not covered under the Land Use Bylaw.

Additional fees apply to file an appeal, encroachment agreements and building permit applications. The applicant does not have a right of appeal if the Development Authority fails to issue a Development Permit within 40 days if the applicant or owner has signed an extension agreement in accordance with section 684 of the **Municipal Government Act.**

For additional information or to apply, please contact:

Planning & Development

City of St. Albert
2nd floor, 5 St. Anne Street
St. Albert, AB T8N 3Z9

Phone: 780-459-1642
Email: development@stalbert.ca

www.stalbert.ca/dev/planning/

Hours: Monday-Friday, 8 a.m. to 5 p.m.

Business Licensing

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

Phone: 780-459-1618
Email: licensing@stalbert.ca

www.stalbert.ca/dev/business/stalbert/licensing/

Hours: Monday-Friday, 8 a.m. to 5 p.m.