



STARTING A BUSINESS IN ST. ALBERT

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-Based: Level 1 is defined as:

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

2. Home-Based: Level 2 is defined as:

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

B Commercial & Industrial

STEP 2 FULFILL REQUIREMENTS CHECKLIST

If defined as Home-Based: L1:

- ☐ Business Licence Application **1**
- ☐ Condo Board Approval, and/or Owner's Authorization **1**

If defined as Home-Based L2: (includes above requirements)

- ☐ Development Permit **2A**
- ☐ Home-Based Questionnaire **3**
- ☐ Building Permit and Safety Codes Inspection

- ☐ Business Licence Application **1**
- ☐ Development Permit **2A**
- ☐ Building Permit and Safety Codes Inspection **3**

STEP 3 FULFILL ADDITIONAL REQUIREMENTS IF APPLICABLE

- ☐ Sign Permit **2B**
- ☐ Alarm Systems Permit **4**
- ☐ Alberta Health Services
- ☐ Vehicle for Hire/Taxi Application **1**
- ☐ Alberta Gaming & Liquor Commission
- ☐ Alberta Motor Vehicle Industry Council
- ☐ Tobacco Licence Application **1**
- ☐ Not-for-Profit or Professional Exemption **1**

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

DEPARTMENT CONTACT INFORMATION

1 Business Licensing

29 Sir Winston Churchill Ave

Ph: 780-459-1618
licensing@stalbert.ca

**stalbert.ca/dev/
business/stalbert/
licensing**

2A Development Permit

2B Sign Permit

Planning & Development
2nd Floor, 5 St. Anne St

Ph: 780.459.1642
Fax: 780.458.1974

**stalbert.ca/dev/
planning/applications**

3 Building Permit & Safety Codes Inspection

Engineering Services
2nd Floor, 5 St. Anne St

Ph: 780.459.1642
Fax: 780.458.1974

**stalbert.ca/home/
property/building-
inspections**

4 Alarm Systems

Municipal Enforcement
96 Bellerose Dr

Ph: 780.418.6644
Fax: 780.459.9425

**stalbert.ca/city/eps/
mes/alarm-systems**



BUSINESS RESOURCES

ABOUT US

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

There are numerous resources available to support business planning, including:

- Northern Alberta Business Incubator (NABI)
- Regular workshops, events, seminars, and webinars
- Mentoring/coaching
- Office space rental
- Land/real estate for sale
- Community Profiles (including Income, Labour Force Data, Traffic Counts)
- Focus on Business eNewsletter
- Focus Sector Profiles
- Market and Industry Data
- St. Albert Municipal Census Report
- Street Map

You can find this information on [**stalbert.ca/invest**](http://stalbert.ca/invest).

Additional resources and information are available upon request.

OTHER RESOURCES

CIVIC

Alarm System Permits
780-418-6644

Fire Department
780-418-6069

Municipal Enforcement
780-458-4300

ORGANIZATIONS

Alberta Motor Vehicle
Industry Council (AMVIC)
780-466-1140
amvic.org

Environmental Public Health
780-459-6671
albertahealthservices.ca

Better Business Bureau
403-531-8784
bbb.org

BizPal
bizpal.ca

The Business Link
1-800-272-9675
businesslink.ca

Chamber of Commerce
780-458-2833
stalbertchamber.com

Northern Alberta Business
Incubator (NABI)
780-460-1000
nabi.ca

REGISTER/SEARCH BUSINESS NAME

Government of Alberta
Registry Office
780-427-7013
alberta.ca | servicealberta.ca

PROGRAMS AND SERVICES

BizConnect
780-422-7722
alberta.ca/small-business-resources

Alberta Gaming and Liquor
Commission (AGLC)
780-447-8600
aglc.ca

Workers' Compensation
Board (WCB)
780-498-3999
wcb.ab.ca

GOVERNMENT OF CANADA canada.gc.ca

GST Information
1-800-959-5525
taxes.ca/info/info-cra.php



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

Ph: 780.459.1631
economicdevelopment@stalbert.ca
licensing@stalbert.ca

[**stalbert.ca**](http://stalbert.ca)