

Starting or buying a business in Airdrie?

There are a number of licenses and permits your business will require before you open your doors.

**Planning approval** 403.948.8848 • [planning@airdrie.ca](mailto:planning@airdrie.ca)

## Change of Use Permit

A change of use permit is required prior to a business occupying a retail, commercial or industrial unit or bay, or portion of such unit or bay, regardless of whether the building is new or existing. A change of use permit conveys a change of use of a building and ensures the proposed use is allowed under the Land Use Bylaw and does not negatively impact adjacent lands.

**Fees:** \$250

**Form:** [www.airdrie.ca/index.cfm?serviceID=875](http://www.airdrie.ca/index.cfm?serviceID=875)

**Processing time:** 2-6 weeks

**Where to apply:** In person at City Hall

## Development permit

A development permit is required for most proposed developments including: new buildings; additions or expansions; replacement or repair of existing buildings; change in use, or intensity of use, of land or buildings.

**Fees:** Vary

**Form:** [www.airdrie.ca/index.cfm?serviceID=874](http://www.airdrie.ca/index.cfm?serviceID=874)

**Processing time:** Varies

**Where to apply:** In person at City Hall

## Sign permit

A sign permit is required when a business wishes to place a new sign on a building or place a portable sign outside of a building. Replacement of an existing sign may not require a sign permit, however it is advisable to check with the Planning department prior to changing the sign..

**Fees:** \$150-\$400

**Form:** [www.airdrie.ca/index.cfm?serviceID=836](http://www.airdrie.ca/index.cfm?serviceID=836)

**Processing time:** 1-4 weeks

**Where to apply:** In person at City Hall

**Building Inspections approval** 403.948.8832 • [building.inspections@airdrie.ca](mailto:building.inspections@airdrie.ca)

## Building permit

A building permit is required prior to a business occupying a retail, commercial or industrial unit or bay or portion of such unit or bay, regardless of whether the building is new or existing. The inspections associated with the building permit ensure that the unit/bay meets the Alberta Safety Code. Please call Building Inspections to discuss your business' specific needs.

**Fees:** Vary

**Form:** [www.airdrie.ca/index.cfm?serviceID=684](http://www.airdrie.ca/index.cfm?serviceID=684)

**Processing time:** 4-6 weeks

**Where to apply:** In person at City Hall

## Occupancy permit

An occupancy permit is required prior to a business occupying a retail, commercial or industrial unit or bay or portion of such unit or bay, regardless of whether the building is new or existing. An occupancy permit cannot be obtained separately if any type of construction or change of use is taking place within the unit or bay.

**Fees:** \$100 plus Safety Code Levy

**Form:** [www.airdrie.ca/index.cfm?serviceID=684](http://www.airdrie.ca/index.cfm?serviceID=684)

**Processing time:** Occupancy will be issued once all inspections associated with the building permit (including fire inspection, see details below) have been completed and passed

**Where to apply:** In person at City Hall

## Fire inspection

As part of the building and occupancy permit process, a Fire Inspection is required to ensure all fire code requirements are met. This includes providing all required verification documents.

**Fees:** Initial inspection - no charge

**Where to apply:** Call 403.948.8880 to book an inspection

Emergency inspection (less than 1 business day) \$200

**Processing time:** Call the Fire Department to schedule an inspection a minimum of 5 days before to your proposed occupancy/opening date

***Your business is not permitted to open until you receive these approvals.***

## **Business license approval 403.948.8800 • [licensing@airdrie.ca](mailto:licensing@airdrie.ca)**

Every business, occupation or trade (including all home-based businesses) that is carried on with the intention of making profit within City of Airdrie limits requires a business license issued by the City, as regulated by the Business License Bylaw.

Application requirements:

- Permit numbers - ideally all other permits and licenses should be obtained before applying for your business license.
- List of products & services - The City uses the North American Industry Classification System to categorize businesses. Businesses can select their own code (Stats Canada, [www.statcan.gc.ca](http://www.statcan.gc.ca), search "NAICS") or we will code it for you.

**Fees:** \$100 (renewed annually in January)

Fees are pro-rated to half the fee on July 1

**Processing time:** 5 business days

**Where to apply:** Online at [www.airdrie.ca](http://www.airdrie.ca) or in person at City Hall (400 Main Street SE) or Municipal Enforcement (2 Highland Park Way NE)

### **Construction contractors (plumbing, gas, electrical)**

Businesses and individuals employing or undertaking construction activities in plumbing, gas and electrical are required to provide a copy of their tickets of qualifications. Without a valid business license, contractors are not able to obtain construction permits.

### **Massage Therapist Practitioners & Taxi/Limousine business**

These businesses have additional requirements, forms and fees.

For more information, [www.airdrie.ca/index.cfm?serviceID=1201](http://www.airdrie.ca/index.cfm?serviceID=1201) or call us.

## **Provincial licensing & registration**

Certain businesses require provincial licenses. It is your responsibility to identify and meet these requirements.

### **Alberta Health Services**

Businesses storing, selling, serving or processing food are required to hold a valid Food Handling Permit. Most personal service facilities (aesthetics, electrolysis, hair salon, etc.) also require health approval prior to receiving a business license.

**For information:** 403.912.8400 or [www.albertahealthservices.ca](http://www.albertahealthservices.ca) and search 'Environmental Public Health'

### **Alberta Motor Vehicle Industry Council (AMVIC)**

Regulates motor vehicle dealers, motor vehicle repair services and auto body shops.

**For information:** [www.amvic.org](http://www.amvic.org)

### **Alberta Gaming & Liquor Commission**

Businesses selling alcoholic beverages must obtain a liquor license.

**For information:** [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca)

### **Other licenses & regulations**

A variety of other business activities, including prepaid contracting, home inspections, bottle depots, insurance, and real estate agents have additional requirements

**For information:** 1.877.427.4088 or [www.servicealberta.ca](http://www.servicealberta.ca) and search 'Consumer License'

## **Business resources & assistance 403.948.8844 • [economic.development@airdrie.ca](mailto:economic.development@airdrie.ca)**

Airdrie Economic Development provides a number of resources to help you start your business. For a list of business resources and frequently asked questions, visit [www.airdrienow.ca](http://www.airdrienow.ca).

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