

Interesting in operating a business from your home?
There are a number of licenses and permits your business will require before you open.

Type of business

The City of Airdrie classifies home-based businesses in three general categories:

- 1. Home Business, Limited (Office in the home)** - limited to a desk and telephone/computer and does not have any warehousing of saleable goods or client contact in the home. This type requires only a City of Airdrie business license
- 2. Home Business, General** - Storing goods or products at the home, having client contact at the residence or manufacturing a product. This type requires a Home Business Development Permit and a City of Airdrie business license.
- 3. Home Business, Major** - Same as Home Business, General, but used in rural properties and allows for more customer trips and some exterior storage.

Planning approval 403.948.8848 • planning@airdrie.ca

Home Business Development Permit

A Development Permit is required for a Home Business, General or Major. Will you:

- Use up to 35% of your house for storing goods/materials?
- Have client contact in your home (customers, clients, suppliers or others visiting the residence for business purposes)?
- Employ a person in your home?
- Receive deliveries to your home?

If you answered “yes” to any of these questions, you will need a Development Permit. Application requirements include:

- Letter of authorization from registered landowner, if other than applicant
- A copy of the floor plan and a brief description of your business

It is recommended that you discuss your home-based business plans with your neighbours.

Fees: \$125, Minor & \$300, Major

Processing time: Approximately 3-4 weeks. Permits are advertised for a mandatory 2 week period in the local newspaper and on the Notice of Development web page

Term of permit: Permanent approval in most cases

Form: www.airdrie.ca/getDocument.cfm?id=2089

Where to apply: In person at City Hall

Building Inspections approval 403.948.8832 • building.inspections@airdrie.ca

Building permit

A building permit is required if any building, HVAC, electrical, plumbing or gas work will be done in order to run your home-based business. Please call Building Inspections to discuss your business' specific needs.

Fees: Vary

Processing time: 4-6 weeks

Form: www.airdrie.ca/index.cfm?serviceID=684

Where to apply: In person at City Hall

Business license approval 403.948.8800 • 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, search “NAICS”) or we will code it for you.

Building licensing continued on next page

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

Business license approval 403.948.8800 • licensing@airdrie.ca

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 or in person at City Hall 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 or call us.

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

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 visit 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

Alberta Gaming & Liquor Commission

Businesses selling alcoholic beverages must obtain a liquor license.

For information: 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 and search 'Consumer License'

Business resources & assistance 403.948.8844 • 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.