

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](mailto: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, General & \$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](http://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](mailto: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](http://www.airdrie.ca/index.cfm?serviceID=684)

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

**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.

**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](mailto: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](http://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](http://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](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).