



## HOME OCCUPATION BUSINESS LICENSE APPLICATION PROCEDURES

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All Town of Vegreville Business Licenses are valid from January 1<sup>st</sup> to December 31<sup>st</sup> of the current year. The fee for all Home Occupation Business Licenses is \$150.00 and must be paid at the time of application; applications will not be processed until payment is received.

- Complete the Business License Application form. Include the description of the business; the physical address of the proposed business; the mailing address; contact names; telephone, fax and cell numbers; Alberta License No. (if applicable) and expiry date; and be sure to sign and date the form. **ALL SECTIONS OF THE FORM MUST BE COMPLETED.**
- Read Schedule "C" of the Town of Vegreville Business License Bylaw No. 02-2013. Sign, date and return Schedule "C" with your application.
- Complete Page 1 of the Development Permit Application form. The "Description of Property" and the "Accessory Building" sections are not required for Home Occupation Business License applications. **ALL OTHER SECTIONS OF THE FORM MUST BE COMPLETED.** Be sure to sign and date the form.
- The Development Permit Application will not be valid until 15 days after the date the notice of development permit application is mailed to all adjacent property owners. If there are no valid concerns or objections expressed by the adjacent property owners and the proposed business is conforming to Land Use Bylaw No. 02-2013 the Development Officer may approve the application after the 15 day waiting period.
- You will be notified after the fifteen day period and advised if the Development Officer has approved the Development Permit Application (or you may contact the Municipal Development Clerk at 780-632-6479).
- Following approval the Municipal Development Clerk will forward the Business License Application to the Fire Department for a fire inspection. The Fire Department will contact you to schedule an appointment for the fire inspection (the fire inspection fee is included in the Business License Application fee).
- If the business requires approval under Health Regulations, the Applicant must contact the Health Inspector to acquire this approval. (The Health Inspector's approval is required prior to the fire inspection.)
- **INCOMPLETE FORMS WILL DELAY THE APPLICATION PROCESS.**
- Any person contravening any provision of Bylaw No. 02-2013 shall be guilty of an offence and liable on summary conviction:
  - (a) to a fine of not less than two hundred dollars (\$200.00) and not more than five hundred (\$500.00) and costs for the first offence;
  - (b) to a fine of not less than one hundred dollars (\$100.00) for every day the offence continues, exclusive of costs;
  - (c) in the event of default of either of the fines and costs noted in (a) or (b) to imprisonment for a period of time not to exceed six months unless the fine and costs including the cost of committal are sooner paid.
- The applicant must notify the Municipal Development Clerk of **ANY CHANGES** to the information provided on the Business License or Development Permit Applications prior to the change being made.
- The Town of Vegreville provides the business name and contact information of all licensed businesses to individuals who inquire at the Town office; the Vegreville and District Chamber of Commerce; and the Vegreville Economic Development Board.



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**HOME OCCUPATION REGULATIONS**

**SCHEDULE "C"**

**BYLAW NO. 2-96**

1. **Temporary Approval:** To be assessed annually at the time of the re-issuance of the business license.
  
2. **Development Approval by Development Officer and**
  - a) No yard signs – one (1) sign on dwelling at a maximum of two (2) square feet.
  
  - b) Limit of two (2) parked cars; business-related.
  
  - c) Business License Form completed to the satisfaction of the Licensing Officer.
  
  - d) There shall be no major alterations to the dwelling or accessory buildings to accommodate the business.
  
  - e) No work in connection with a permitted Home Occupation may be carried out in the residence or ancillary buildings if offensive noise, vibration, smoke, dust, odours, heat or glare will result from such work. In addition there shall be no mechanical or electrical equipment used which creates visible and audible interference in radio or television reception in adjacent dwellings.
  
  - f) No back yard storage shall be allowed that would be an interference with residential character of the area.

I have read and understand the above conditions of the Business License regulations and I agree to and will operate in accordance with the above condition of the approval.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Signature (Owner)**



## APPLICATION FOR BUSINESS LICENSE

New License  Name Change  Change of Occupancy  Change of Address  Change of Ownership  Reprint

I, \_\_\_\_\_ herewith make application for a license under the provisions  
(name of applicant)

of the Licensing Bylaw No. 2-96 of the Town of Vegreville to establish and operate a business within the Town of Vegreville. The said Business will be operated under the

Company/Personal name of: \_\_\_\_\_

Civic Address of Business: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Name of Owner/Manager: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Residence Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

As required by Provincial or Municipal Legislation, I have obtained and possess the following:

A. Provincial License Requirements: Alberta License No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

B. Approved under Health Regulations \_\_\_\_\_  
(Health Inspector or other Authority)

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT  
AND MAY BE POSTED ON THE TOWNS WEBSITE.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

## FOR OFFICE USE ONLY

Fire Discipline Inspection: \_\_\_\_\_  
(Safety Codes Officer)

Approved under the Land Use Bylaw: \_\_\_\_\_  
(Development Authority)

Business License Fee: \_\_\_\_\_ Issued By: \_\_\_\_\_

Fire Inspection Fee: \_\_\_\_\_ Business Type: \_\_\_\_\_

Business License No.: \_\_\_\_\_ Cash Receipt No.: \_\_\_\_\_

Development Permit No.: \_\_\_\_\_ Approved By: \_\_\_\_\_

Other Comments: \_\_\_\_\_



# Development Permit Application Form

**Town of Vegreville**  
 PO Box 640  
 VEGREVILLE AB T9C 1R7  
 Phone: 780 632 6479  
 Fax: 780 632 6856  
[www.vegreville.com](http://www.vegreville.com)  
[lpd@vegreville.com](mailto:lpd@vegreville.com)

New Construction    Addition    Renovation    Demolition    Change of Use    Business License    Fence    Sign    Other

Permit Number: \_\_\_\_\_

File Number: \_\_\_\_\_

### APPLICANT INFORMATION:

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Registered Landowner (if same as Applicant, check here )

Registered Name(s): \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### DEVELOPMENT INFORMATION:

Project Address/Location: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Legal Subdivision: Part of: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_

Land Use District: \_\_\_\_\_ Tax Roll: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Project Description: \_\_\_\_\_

Total Floor Area: \_\_\_\_\_ m<sup>2</sup> / sq. ft. (circle one)      Building Height: \_\_\_\_\_ m / ft. (circle one)

Description of Property:    Corner Lot    Interior Lot   Length \_\_\_\_\_ m / ft.   Width \_\_\_\_\_ m / ft.   Area \_\_\_\_\_ m<sup>2</sup> / sq. ft.

Yard Setbacks: Front \_\_\_\_\_ m / ft.   Side A \_\_\_\_\_ m / ft.   Side B \_\_\_\_\_ m / ft.   Rear \_\_\_\_\_ m / ft.   % of Lot Occupied \_\_\_\_\_

Accessory Building:    Detached    Attached    Shed    Deck    Other   Accessory Building Height \_\_\_\_\_

If applying for a deck:    Uncovered    Covered    Enclosed

Accessory Bldg Setbacks: Front \_\_\_\_\_ m / ft.   Side A \_\_\_\_\_ m / ft.   Side B \_\_\_\_\_ m / ft.   Rear \_\_\_\_\_ m / ft.   % of Lot Occupied \_\_\_\_\_

Off-Street Parking Spaces: Qty \_\_\_\_\_  N/A      Off-Street Loading Spaces: Qty \_\_\_\_\_  N/A

Estimated Cost of the Project or Contract Price (all construction costs including labour) \$ \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By submitting an application I am allowing right of entry to allow all authorized persons the right to enter the above land and or building with respect to this application*

The information on this form is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). The FOIP Act regulates the collection and disclosure of personal information. The privacy of personal information requested in this form is protected by the FOIP Act and is collected for the sole use of the Town of Vegreville to process your application, and the information on this form may be used for preparing documents made available to the public and the issuance of permits. For more information please contact the Town Manager at 780-632-2606.

### OFFICE USE ONLY

#### FEES:

Development: \$ _____	Building: \$ _____	Total
Discretionary/Variance: \$ _____	SCC Fee: \$ _____	DP & BP Fees Due: \$ _____
Penalty: \$ _____	Penalty: \$ _____	Receipt No: _____
Total DP Fees: \$ _____	Total BP Fees: \$ _____	