



## **Business Licencing – Home Based Business**

The Town of Slave Lake requires a business license for all ventures. The following is a guide to determine what type of business license you may need or additional documentation that may be required. Also, note that a home-based business permit may be required to ensure that your business can operate in the location you have chosen.

### **Provincial Licensing:**

The Town of Slave Lake may require proof of a provincial business license if you answer “YES” to any of the following:

- Direct Selling Business (“door-to-door”)
  - Do you solicit, negotiate or conclude sales contracts in person away from your place of business?
- Prepaid Contracting Business
  - Do you solicit, negotiate or conclude sales contracts in person away from your place of business?
  - Do your contracts include a form of pre-payment such as a deposit, progress payment or other payment before the contract is fully completed?
- Other Businesses Requiring a Provincial License
  - Any of the following – auction sales, professional fund raiser, automotive, retail home sales business, employment agency, collections agency, cemetery, preneed contract cemetery, or crematory?

If you answered “YES” to any of the above questions, ensure you have the appropriate provincial license number as the Town of Slave Lake cannot issue a business license without the former.

For further information on provincial licensing, please contact the Consumer Contact Centre at 780-427-4088 (Edmonton), or toll-free at 1-877-427-4088.

### **Home Based Business:**

To ensure you are able to locate your business in the Town of Slave Lake and acquire a business license, please make sure you have completed the following steps:

1. If you answer “YES” to any of the questions above, you will require a provincial business license to operate in the Town of Slave Lake. The licensing number must be clearly stated on the **Business License Application Form**.
2. In the Town of Slave Lake there are five approved types of home-based business:
  - a. Type A: Home Craft / Child Care – home crafts for gain or support as a direct result of the extension of a hobby or child care services not exceeding five (5) children at any given time (this type of business does not require a license or permit)
  - b. Type B: Direct Sales – operated by a person who sells or offers to sell goods or services, or both, or entering into agreements for the sale of goods or services or both, for



delivery or performance at a future date. The salesperson offers for sale, solicits, or negotiates to conclude the sale of agreement in person at a location other than at the seller’s residence.

- c. Type C: Professional Services – small scale business or professional office operated in a home by a person who occupies the dwelling as a residence. A home office is limited to a desk, a telephone and related equipment, does not engage in the warehousing or sale of goods, and requires no additional employees. A home office may include but is not limited to offices of accountants, contractors, lawyers, bookkeepers, and architects.
  - d. Type D: Bed and Breakfast – a dwelling in which no more than four units (without cooking facilities) are made available for the temporary accommodation of the travelling or vacationing public. The number of approved units will depend on the availability of on-site parking. The bed & breakfast shall be operated by a person who occupies the dwelling as a private residence.
  - e. Type E: Other – a home-based business, excluding those above, operated in the home and may be extended to an accessory residential building provided that the minimum on-site parking requirements are met. The number of non-resident employees working on-site shall not exceed two at any given time.
3. If your business is type “C”, “D”, or “E”, you must fill out the **Home-Based Business Permit** Application form to ensure the business will comply with zoning regulations. The permit fee required for the application is dependent on the type of business proposed. Also, type “D” and “E” may require Municipal Planning Commission (MPC) approval. Payment of the applicable permit fee is required prior to the MPC evaluation – payment is not a guarantee of approval and no refund will be given if the application is denied.
4. Following the approval of the Home-Based Business Permit, you may fill out and submit the Town of Slave Lake Business License Application Form and the required fee:

	Yearly Rate	Half Year Rate (after June 30)
Resident - place of business is situated within the Town of Slave Lake or the business is located within the MD 124 and <b>HAS</b> a Chamber of Commerce Membership	\$140.00	\$70.00
Local Non-Resident – located in MD 124 and operating in Town of Slave Lake and <b>NOT</b> a member of Chamber of Commerce	\$420.00	\$210.00
Non-Resident - business is situated outside of the Slave Lake Region	\$420.00	\$210.00



5. If your business is located in the Municipal District of Lesser Slave River and is conducting business within the Town of Slave Lake, a confirmation of membership with the Slave Lake & District Chamber of Commerce is needed for the “Resident” fee classification. The business is not required to be a member, however it is encouraged. For more information on the Chamber of Commerce, please contact Laurie at 780-849-3222.
6. Submit the Business Licensing Application form and all additional documentation to Kathleen via:
  - a. Phone: 780-849-8000
  - b. Email: [Kathleen@slavelake.ca](mailto:Kathleen@slavelake.ca)
  - c. Fax: 780-849-2633
  - d. Mail: Box 1030, Slave Lake AB T0G 2A0
  - e. Visit: Town of Slave Lake Office, 10 Main St. SW, Slave Lake
7. Be aware that there are several general rules for home-based businesses in the Town of Slave Lake:
  - a. A home-based business shall be operated as a secondary use only to the residential use
  - b. There shall be no outside storage of materials, commodities or finished products
  - c. Only one business vehicle shall be parked on-street or off-street as a result of the home-based business
  - d. The area of the main building used for a home-based business shall not exceed 25% of the home for type “A”, “B”, “C” and “E”. The area of the main building used for type “D” shall not exceed 40% of the residence. The area of an accessory building used for type “E” may be 100% provided that the minimum off-street parking requirements are met
  - e. A home-based business shall not create a nuisance factor which may be apparent outside an enclosed building, and shall not create any objectionable or dangerous conditions on the parcel or adjacent parcels in terms of noise, vibration, smoke, dust, odour, heat, noxious gas, glare, electrical radio and television disturbance
  - f. A home-based business shall not generate customer traffic greater than one visitor at a time (excluding type “D”). A visitor includes clients, client groups and sales people other than the resident, even if the client visits are for pick-ups and deliveries
  - g. Delivery of goods to the residence as a direct result of the home-based business by tandem trucks or semi-trailer units will not be permitted
  - h. The type “D” operator shall:
    - i. Provide one on-site parking stall for every unit of the bed and breakfast while maintaining one on-site parking stall for the residence
    - ii. Not permit, as a result of an occupied unit, any on-site or on-street parking of recreational vehicles
    - iii. Provide a guest register to be made available to the Planning & Development department of the Town of Slave Lake upon an inspection