



# BEAUMONT BUSINESS LICENSES FAQ


To operate and/or advertise a business located in the City of Beaumont you are required to obtain both a business license and a development permit. A person found operating without a license or permit may receive a bylaw fine.


## Why does Beaumont require business licenses and development permits?

A **business license** allows Beaumont to ensure that public health and safety regulations are addressed by businesses when the public has access.

A **development permit** verifies that zoning bylaws allow particular business activity in a specific location. You can't operate a business without first obtaining both documents from the City of Beaumont.

## Does every business need a development permit?

 **Home based businesses** require development permits as this is considered a discretionary use. Notification is placed in the local newspaper advising all residents of the new business (the development permit and the notification fee are one-time costs only). There is a 14-day appeal period in which appeals may be made to the City Office. A \$55.00 fee applies for each appeal.

 **Commercial businesses** may require a development permit. Inquire with the Beaumont's Planning & Engineering Department before you commit to a location to be sure your planned activity is permitted in a specific location. If you plan to purchase an existing business without making any alterations to the original development permit (i.e. use), the original permit may be valid.

## Do I require any other permits?

Prior to making any major renovations at your new business premises, it should be noted that a building permit is required.

## What are the benefits for a business owner when a business license is obtained?

- It is a good investment, is relatively inexpensive and can be used as a tax write-off.
- It can protect its owners against certain types of liability.
- It shows your customers that you are a legitimate business that complies with local laws and regulations.
- It offers validation and gives you the documentation necessary to apply for a business bank account and / or business loans if needed.
- It provides free advertising in the Beaumont Business Directory and the Beaumont's website.
- It provides business knowledge and support from the Beaumont's Economic Development Department, which wants to develop and nurture success in the business sector.

## How does business licensing benefit my community?

- It provides a fair environment for all businesses operating in the City of Beaumont.
- It provides a registration system where a community can track its economic development and businesses can use the registry as a resource for business planning.
- It allows Beaumont to work closely with the Provincial Government to track businesses that may require additional regulations.
- It ensures that public health and safety regulations are addressed by businesses when the public has access.
- When combined with the development approval process, it ensures that building codes have been adhered to and zoning and other restrictions have been enforced.

## When do I need to get a Business License?

You are required to obtain your business license prior to opening your door to the public. This license is to be prominently displayed in your place of business.

This applies to all retail and commercial establishments, management and professional firms, home based businesses, and bed and breakfasts.

**You should not operate your business until you receive your printed business license certificate.**

## How do I obtain a business license and a development permit?

You may apply for a business license and development permit at the same time from the City in person or mail. The business license form and development permit are available online or at the City Office.

Payment can be made via cash, cheque or debit only. **Credit cards cannot be used for payments, so please ensure you have another method to pay for fees.**

## BUSINESS LICENCE & DEVELOPMENT PERMIT FEES

### Please see current year Fees and Charges for applicable licensing fees

\* If your business is opening after August 31<sup>st</sup> you will pay a half year rate on the license.

## Which businesses are exempt from City license requirements?

Very few businesses are exempt. Some occupations and professions are exempt because they are regulated by provincial or federal legislation. In most cases, exempt businesses still require a development permit to ensure their business activity is allowed at a particular location.

A community volunteer group registered with the City Office or a registered non-profit organization conducting business or fundraising shall be exempt from licensing requirements. Please contact the City Office to confirm your status.

## Do other agencies need to approve my license application?

Depending on the business type, a license application may be referred to the Alberta Gaming and Liquor Commission (AGLC), Leduc Public Health, Alberta Motor Vehicle Industry Council (AMVIC), or Edmonton & Area Child and Family Services.

## Who must apply for a Business License?

The owner of the business, or anyone who has authority to sign on the owner's behalf, can apply for the business license.

## How long does it take to get a license?

The time required to process a Business License application depends on the approvals required for your business operation. A license is typically issued within 7 to 10 business days, but may take longer.

## What are the consequences if I operate a business without a valid business license?

Being out of compliance by not having the proper business licenses, permits and registrations can leave the business (and its owners) with expensive penalties and could put the business at an operating risk. Jurisdictions, including local municipalities and county governments, are increasing their vigilance for businesses evading licensing.

This means that the business that evades licensure may not be able to open or stay open; may not be able to expand to a new location; add an item, a service or a structure; and may be hit with expensive penalties and interest as well as exposing the business owner to personal liabilities and liens.

## Are there other consequences I should consider?

If you conduct business without a license, and a customer decides he is not pleased with the product or service offered him, he can sue in small claims court, using fraud as one reason for the lawsuit.

The fact is, doing business without a license is a fraudulent act. If a plaintiff is successful in their lawsuit, and the business is found liable, the company is responsible for what the plaintiff paid for the product or service and possibly for damages in regards to the fraudulent activity.

## Can I operate two businesses out of the same location?

Yes, as long as each one has the appropriate Development Permit and a valid Business License.

## Do I need a second license for a second business location?

Yes. You require a separate Development Permit and Business License for each location of your business.

## How do I renew my license?

You will be mailed a renewal notice the second week of December, six weeks prior to the expiration date, being January 31<sup>st</sup> of that New Year.

It is the business owner's responsibility to ensure the license is renewed on time whether or not a renewal notice is received. You may pay by mail or in person at the City Office. Failure to renew may result in fines and penalties and/or cancellation of your business license.

### Can my license be suspended or cancelled?

The City of Beaumont is committed to creating a safe and clean environment for the people who live here or visit. Beaumont can suspend or cancel a business license if the **Business License Bylaw** is violated or the business is not operating in the public interest.

### What if I don't live in Beaumont?



When a business operates within Beaumont, but is located in another community, the owner needs a **non-resident license**. A higher fee ensures that the business pays for the use of municipal roads and services otherwise covered by property taxes.

### What if I move or sell my business?

Advise the City of Beaumont in writing if you move, alter or close your business. A business license cannot be transferred to a new location or a new owner.

Your notification ensures that your contact information is updated in our system for correspondence and invoicing purposes.

For home based businesses, the development permit cannot be transferred to a new home and you will be required to re-apply for the development permit.

Notification is placed in the local newspaper advising all residents of the business re-location. There is a 14-day appeal period in which appeals may be made to the City Office.

### How do I obtain a sign permit?

If you are contemplating placing a sign on your commercial building, a sign permit may be required. Inquire at the City Office regarding fees and signage regulations.

Home-based businesses do not require a sign permit. One permanent non-illuminated sign measuring no more than .9m x .6m to be located on the Site to advertise the Home Based Business is allowed.

### What happens if my development permit and /or my license application is turned down?

Owners may appeal license decisions within 14 business days to the Subdivision and Development Appeal Board, at the City Office, 5600-49 Street, Beaumont, Alberta, T4X 1A1. The Subdivision & Development Appeal Form and fee are available on our website.

### How do I receive my license?

The business license can be picked up or mailed. A business license won't be issued until all information and payments have been received.

A new business license is not mailed out each year, only a new sticker.

### FINAL CONSIDERATIONS

Getting a business license can be a tedious process, especially if more than one license or permit is required for the industry. But the amount of work and effort to obtain the license is worth it in the end. The penalties for operating a business without a license far outweigh the inconvenience of attaining a license.

# BUSINESS LICENCES & DEVELOPMENT PERMITS

## Frequently Asked *Questions*

Our goal is to help you obtain your business license quickly. We are committed to making the process as simple and stream-lined as possible.

#### Contact Us:

##### IN PERSON

Planning & Development Department  
5600 - 49 Street  
Beaumont, AB T4X 1A1

##### PHONE

780-929-8782

##### ONLINE

[beaumont.ab.ca](http://beaumont.ab.ca)

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