

Please note City of Beaumont Business licences are issued when Development Permits are issued to the Business Owner, or written confirmation is obtained from Planning and Development that no permit is required for your use. Please contact the Development office at 780-929-8782 or by email at [Development@beaumont.ab.ca](mailto:Development@beaumont.ab.ca) to inquire or obtain permits.



Questions? Email us!  
[Businesslicense@beaumont.ab.ca](mailto:Businesslicense@beaumont.ab.ca)

## Home-Based Business New Business Licence Application Bylaw #1010-22

### Business Information

Customer ID, if applicable \_\_\_\_\_ Permit Number, if applicable \_\_\_\_\_

Operating Business Name \_\_\_\_\_

Legal Business Name Same as Operating Name \_\_\_\_\_

Business Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Website Address \_\_\_\_\_ Business Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Date Business Operational \_\_\_\_\_

### Owner(s) Information

**Information in the section will not be made available to the public**

Business Owner(s) Name \_\_\_\_\_ Business Owner(s) Email \_\_\_\_\_

Business Owner(s) Phone \_\_\_\_\_

Registered Homeowner's Name Same as Business Owner Name \_\_\_\_\_

Registered Homeowner's Phone Same as Business Owner Phone \_\_\_\_\_

Registered Homeowner's Email Same as Business Owner Email \_\_\_\_\_

Please attach Homeowner's consent form, if Business Owner and Registered Homeowner are not the same

Owner(s) After Hours/ Emergency Phone \_\_\_\_\_

Do you possess/ store/ maintain hazardous goods and / or controlled products? Yes      No

If yes, please attach the site plan showing storage location(s) and list of hazardous goods.  
This information will be shared with Emergency Services for the purpose of contacting the owner should there be an after-hours emergency to the business premise

Secondary Contact Name \_\_\_\_\_ Secondary Contact Phone \_\_\_\_\_

### Operating Information

**Information in this section will be used to notify your business if it qualifies for programs/ grants and support**

Will this business operate as an office only (for communication and bookkeeping)? Yes      No

Describe the primary business activity from your perspective as a major or minor business as defined below:

<p><b>Major</b></p> <ul style="list-style-type: none"> <li>◦ Development consisting of the incidental use of a dwelling unit and/ or accessory structure by residents for business activities that do not affect the residential character of the property</li> <li>◦ Up to 10 Clients per day are permitted</li> <li>◦ May include a dayhome</li> <li>◦ One (1) non-illuminated sign shall be permitted</li> <li>◦ May include outdoor activities that do not cause a nuisance for adjacent lots, in the opinion of the Development Authority</li> <li>◦ No more than two (2) employees shall be in attendance at any one time</li> </ul>	<p><b>Minor</b></p> <ul style="list-style-type: none"> <li>◦ Development consisting of the incidental use of a dwelling unit by residents for business activities that do not affect the residential character of the property, does not require the use of an accessory structure, and has no client visits to the property</li> <li>◦ No client visits are permitted</li> <li>◦ The residential character of the building shall not be affected</li> <li>◦ Shall be contained within a building</li> <li>◦ No signs are permitted</li> <li>◦ No accessory structures can be utilized for the purpose of the use</li> </ul>
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## Operating Information

Are there other businesses currently operating at this residential property?      Yes      No

If yes, what is the Operating Business Name \_\_\_\_\_

If yes, what is the primary business activity \_\_\_\_\_

If yes, what is the Owner's Name \_\_\_\_\_

If yes, what is the Owner's phone number \_\_\_\_\_

Would you like to be recognized as any of the following:

Female Entrepreneur      Francophone      Visible Minority      Indigenous      Choose Not to Answer

Does your business operate in other municipalities?      Yes      No      If yes, please list: \_\_\_\_\_

Does your business operate in other provinces?      Yes      No      If yes, please list: \_\_\_\_\_

Does your business operate in other countries?      Yes      No      If yes, please list: \_\_\_\_\_

Primary language spoken at place of business \_\_\_\_\_

Secondary language spoken at place of business \_\_\_\_\_

## Development Permit

A Development Permit is a document issued under "Our Zoning Blueprint" and guides development in the City of Beaumont. It is separate and distinct from Alberta Safety Codes Permits and Building Permits, including electrical, gas, plumbing and sewer permits. A Development Permit may be required for your Home-Based Business, whether major or minor and may or may not be issued depending on the zoning of your home. Refer to Our Zoning Blueprint: Beaumont Land Use Bylaw (Bylaw 944-19) to find out if your major or minor Home-Based Business is permissible in your zone. Prior to obtaining a Business Licence from the City of Beaumont, it is the Owner's, or a representative of the Owner's, responsibility to ensure that all permits are in place. A Business Licence Application requires confirmation of an email or a Development Permit Number prior to a Business Licence application being accepted.

## Authorization

I hereby certify that the above information is true and properly sets out the business at which is carried out by the applicant, owner, or operator or by any person(s) as the case may be. I understand that should the business stay active, I must also renew by January 31st of any given year in which the business intends to operate and that if I do not renew in time, I may be subject to any and all administrative fees and/or charges as defined in the City of Beaumont Business Licence Bylaw #1010-22. Approval of this Business Licence does not exempt me or my representative(s) from obtaining necessary permits from the City of Beaumont; Superior Safety Codes; and the Alberta Gaming, Liquor and Cannabis Commission as required through Municipal Bylaws, Provincial Statutory Regulations and Alberta Safety Codes. It is also my responsibility to contact Alberta Health Services; Alberta Gaming, Liquor and Cannabis Commission (AGLC); insurance; or other related parties regarding the business. I acknowledge I have read and understood the contents of this form.      Initial \_\_\_\_\_

Applicant Name \_\_\_\_\_      Applicant Position \_\_\_\_\_

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

### #InvestinBeaumont

The personal information on this form is collected under the authority of Business Licensing Bylaw 1010-22 and will be used to administer the City of Beaumont Business Licence program. It will be treated in accordance with the privacy provision of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) to assess all matters relevant to your application for this licence. The City may request input from employees of other City of Beaumont departments, Alberta Health Services, Beaumont RCMP, Edmonton & Area Child and Family Services and/or Alberta Gaming Liquor Cannabis Commission in order to properly assess your application for this licence or to determine appropriate conditions, if any, for this licence. Therefore, the City considers your submitted application consent to disclose the personal or other information provided in your application to other City employees or to the other named entities as may be required for these purposes, pursuant to section 40(1)(d) of FOIP. If you have any questions regarding the collection, use or disclosure of your personal information please contact the City of Beaumont's FOIP Coordinator at (780) 929-8782.

## For Office Use Only

Customer Number	Receipt to Economic Development
Development Permit Number	Licence Fee
Building Permit Number	Certificate
Receipt	Licence Approval Date
Receipt to Accounting	Business Licence Number