

Home Based Businesses

This Application Package Includes:

1. Information Sheet
2. Application Checklist
3. Home Based Business Questionnaire
4. Building and Development Permit Application
5. Landowner Authorization Form

Developments listed in *subsection 3.2 of Land Use Bylaw 05-2025* do not require a Development Permit. All other types of development require a Development Permit.

Building Permits are subject to the regulations within the *National Building Code* and *National Energy Code*. For code related information and inquiries, please reach out to our contracted agency Superior Safety Codes at 780-870-9020.

Planning Services recommends that all applicants engage in consultation prior to starting any development project. To discuss your development, please contact Planning Services at 780-874-3700, permits@lloydminster.ca, or in person at the Lloydminster Operations Centre located at 6623 52 Street.

All development regulations can be found in *Land Use Bylaw 05-2025*.

Disclaimer: This information is for reference only. Refer to the complete *Land Use Bylaw 05-2025* for all provisions. In the event of any discrepancy the provisions of *Land Use Bylaw 05-2025* shall take precedent.

Information Sheet

Home Based Businesses Classifications:

Home Based Business, Limited

Secondary use of a portion of a dwelling to conduct a business or occupation which allows for a home office by a full-time occupant of the dwelling. Client visits are prohibited under this classification.

Home Based Business, Minor

Secondary use of a portion of a dwelling to conduct a business or occupation which allows for the operation of a business by a full-time occupant of the dwelling, which includes a limited number of business associated visits to the residence.

Home Based Business, Major

Secondary use of a portion of a dwelling to conduct a business or occupation which allows for the operation of a business by a full-time occupant of the dwelling, which includes a limited number of business associated visits to the residence, up to one (1) additional non-resident employee, and limited use of a rear yard or accessory building.

Permit Requirements:

- Home based businesses that conform with *subsection 3.2 of Land Use Bylaw 05-2025* **DO NOT** require a Development Permit. All other home based businesses require a Development Permit.
- All home based businesses must conform to all applicable regulations within *Land Use Bylaw 05-2025*:
 - *Subsection 13.26 of Land Use Bylaw 05-2025* contains general provisions for home based businesses.

Application Information:

- The Building and Development Permit application process can be found in *subsections 3.3-3.5 of Land Use Bylaw 05-2025*.
- In addition to the general building and development permit application process, applicants will be required to fill out a questionnaire providing details surrounding the proposed business.
- All permit fees are indicated in the City's *Fees and Charges Bylaw* as amended.
- If you apply for a Building and Development Permit during or after construction completion or commencement without first obtaining approval, you may be charged double the permit fees.



Additional Information:

- A business license is required to be obtained and renewed yearly for all home based businesses. For Business License information please contact the business license department at 780-875-6184 or businesslicense@lloydminster.ca
- Development Permits are site specific and issued based on property address. Relocation of a major or minor home based business within City limits will require a new Development Permit.
- If your business is classified as a home based business, major fees, timelines for decision, and additional information may be required as per the discretionary use process and considerations within *Land Use Bylaw 05-2025*.

Application Checklist

Applications for all Home-Based Businesses may require the following:

- ☐ Completed questionnaire
- ☐ Completed application form
- ☐ Application fee
- ☐ Landowner authorization
- ☐ Site plan showing interior floor plan where business operations occur along with location and number of parking stalls provided

Additionally, it is recommended that all applicants engage in consultation prior to starting any development project. To discuss your development, please contact Planning Services at 780-874-3700, permits@lloydminster.ca, or in person at the Lloydminster Operations Centre located at 6623 52 Street.

Additional information may be required by the Development Authority or contracted agency.

Home Based Business Questionnaire

Does your business require you to perform duties other than administrative work in your home? If Yes , explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be selling goods and/or services out of your home? If Yes , explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an additional dwelling unit (secondary, garden, garage, or basement suite) on the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will goods or services provided be visible from the street of adjoining properties? If Yes , explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any structural, mechanical, or electrical equipment used for your business? If Yes , explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your business generate noise, vibration, smoke, dust, odor, heat, or glare? If Yes , explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be clients and/or deliveries visiting your home? If Yes , how many per week?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be receiving deliveries to your home? If Yes , how many per week?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Besides your personal vehicle, will there be additional vehicles/equipment utilized by the business and stored on site? If Yes , explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you hire staff that don't reside in the home? If Yes , how many?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be erecting a sign for the business on your property? If Yes , detail location and size:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposed occupation occupy greater than 15% of the homes floor space? If Yes , about what %?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have or have you applied for a City of Lloydminster Business License?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you live in the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any other businesses operating out of this address? If Yes , explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No

What is your business name?
What is the nature of the business?
What goods and/or services are you providing?
What days of the week will your business operate?
What are your hours of operation?
How many client vehicles can be parked on your property (including in garage if existing but not on street)?

AUTHORIZATION I declare that, to the best of my knowledge and ability, the information provided to be true and accurate. By signing below, you confirm that all information submitted in this form is true and accurate.

_____	_____	_____
Signature of Applicant	Full Name (Printed)	Date

Building and Development Permit Application

Applicant Information

Name:	Contact Name:	Contact Phone:
Contact Address:	Contact Email:	
City:	Postal Code:	Date (MM/DD/YY):

What is this application for? ☐ Building Permit ☐ Development Permit ☐ Both

Are you the landowner? ☐ Yes ☐ No

If you selected No, has the attached Landowner Authorization Form been completed? ☐ Yes ☐ No

Development Information

Address of Property:	Lot:	Block:	Plan:
----------------------	------	--------	-------

Nature of Development

☐ Residential ☐ Industrial ☐ Commercial ☐ Institutional ☐ Multi-family/hotel/mixed use: No. of Units: _____

Proposed Development (select all that apply)

☐ New Construction ☐ Interior Renovation ☐ Addition ☐ Foundation
☐ Accessory Building ☐ New Dwelling ☐ Detached Garage ☐ Secondary Suite
☐ Additional Dwelling Unit ☐ Deck, Covered ☐ Deck, Uncovered ☐ Stripping and Grading Only
☐ Use Approval, Type of Use: _____ ☐ Other: _____
☐ Home Based Business, ☐ Major or ☐ Minor, Type of Business: _____

Construction Information

Value of Construction: \$ _____ No. of Stories: _____ Main Floor Area: _____ 2nd Floor Area: _____
 Basement Area: _____ ☐ Developed ☐ Undeveloped Garage Area: _____ ☐ Developed ☐ Undeveloped

Describe the work and/or intended use of the building:

I hereby declare (select one) ☐ I am ☐ I represent the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions/terms of the Notice of Decision and Land Use Bylaw 05-2016. I/We will notify the Development Authority of any proposed changes to the plans submitted within this application.

By signing below, you confirm that all information submitted in this form is true and accurate.

Signature of Applicant Date of Application

<p>Important Notice: This application does not permit you to commence construction until such time a development permit has been issued by the development authority and all other permits (if required) are approved. If a decision has not been issued within 40 days of the date the application is deemed complete, you have the right to file an appeal to the subdivision and development appeal board. Appeals to the subdivision and development appeal board. Appeals to the Subdivision and Development Appeal Board can also be filed in regard to permit refusals and/or conditions within 21 days of a decision.</p> <p>Collection and Use of Personal Information: The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Municipal Government Act and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the Municipal Government Act.</p>	<p>CITY USE ONLY</p> <p>Application No.: _____</p> <p>Permit No.: _____</p> <p>Receipt No.: _____</p> <p>Tax Roll No.: _____</p> <p>Land Use District: _____</p> <p>Permitted or Discretionary: _____</p>
--	--

Landowner Authorization Form

Landowner Information

Name(s):	Contact Name:	Contact Phone:
Contact Address:		Contact Email:
City:	Postal Code:	Date (MM/DD/YY):

To Whom it May Concern,

With regards to _____
property address

please be advised that I, _____
full name

- ☐ am the owner of the above mentioned property and that I authorize
- ☐ am an officer or director of the owner(s) of the above mentioned property and that I am authorized by the owner to authorize

_____ and/or its _____
agent or company name applicant, consultant, contractor (if applicable)

to apply for any and all _____
permit type

for the above mentioned property.

I further agree to immediately notify the City of Lloydminster, in writing, of any changes regarding the above information.

_____ date signed _____ signature of landowner

name of landowner (printed)

Collection and Use of Personal Information: The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the *Municipal Government Act* and is protected by the privacy provisions of the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the *Municipal Government Act*.