



Starting, Expanding or
Relocating a Business



Your Guide to Permit Regulations

10003-106 Street
Westlock, AB T7P 2K3
Phone: 780-349-4444
Fax: 780-349-4436

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Starting / Relocating a Business

- If your business is moving into an existing commercial/industrial building, a development permit may be required for a change of use if the use of the building is changing.
- Any renovations required to accommodate the new business must be accompanied by the respective permits (Building, Gas, Plumbing, Electrical).
- Any new signage requires a development permit and may require a building and/or electrical permit. *(See the respective signage brochure)*
- Must provide sufficient off-street parking. *(See the parking requirements brochure)*
- If you're building a new commercial or industrial building, all permits mentioned above are required. *(See the respective district regulations brochure)*
- If your business is going to be operated from your home, please see the Home-Based Business section.



Business Licenses

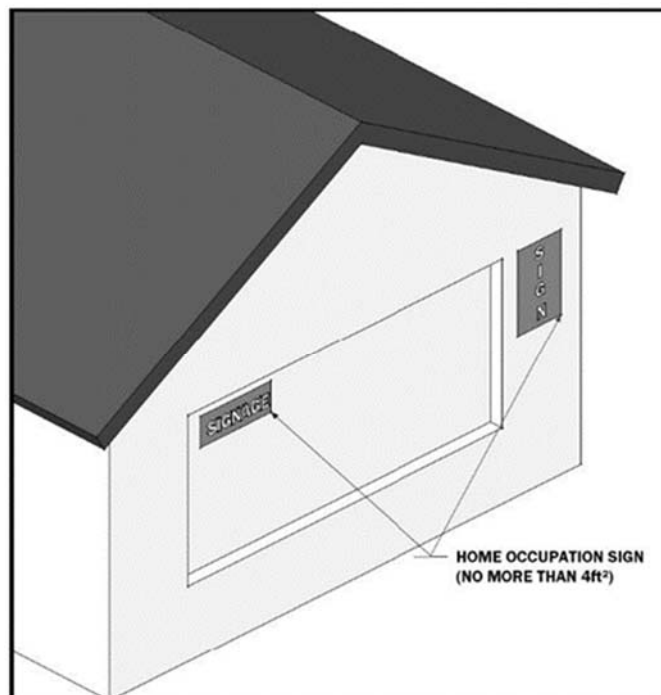
- A business license is required for all businesses operating within the Town of Westlock. This includes businesses from out of doing work in Westlock.
- To receive a business license certificate, a business license application must be fully completed and submitted along with the appropriate fee.
- Many businesses require additional federal or provincial licensing, which the Town may need a copy of. Please see the Business License application, Schedule C, for more information.
- Along with the purchase of a business license, your business will be advertised in our local phone directory and on the Town of Westlock website.
- Yearly Business licenses are valid for the calendar year (January 1 – December 31).
- If the license is purchased in October through December, that license will continue to be valid for the following year.
- Businesses in multiple locations, or multiple businesses in one location, all **MUST** have a business license for each business.

Business License Fees

Resident Business License –	\$100.00/year
<i>(operating from the Town of Westlock or Westlock County)</i>	
Non-Resident Business License –	\$200.00/year
Hawker/Peddler License –	\$100.00/year
	or \$35.00/day
Event/Festival License –	\$50.00/event

Home-Based Business

- A development permit is required for most home-based businesses.
- Should the applicant vacate the premises on which the development permit has been issued, the permit becomes expired and a new development permit will be required for the new location.
- The business must not generate an excessive amount of traffic or parking.
- The home-based business cannot change the external appearance of the house or accessory building involved.
- The maximum amount of area of your home that can be utilized for your business is 20% or 30.0m (323ft²), whichever is less.
- Outdoor business activity or outdoor storage of material or equipment associated with the business is strictly **prohibited**.
- The home-based business must not create any nuisance such as noise, dust, odour, smoke or anything of an offensive nature.
- One (1) commercial vehicle with the maximum capacity of 1.0tonnes (2205.0lbs) may be used in conjunction with the home-based business.
- The business must not involve activities that use or store hazardous materials in quantities exceeding those found in a normal household.
- The business must not use any material that would interfere with or affect neighbouring properties.
- Non-resident employees are not permitted to work at the residence of the home-based business at any point in time.
- The number of customers allowed on-site at one time must not exceed three (3) at any time.
- The home based-business may not be allowed in a residential district if the business would be more appropriately located in a commercial or industrial district.
- A home-based business is permitted to have one fascia sign attached to the residence as long as it does not exceed 0.4m² (4ft²) and does not have illumination.



How to Apply

1. Complete and submit the Development Permit Application with the appropriate fee. Be sure to include:
 - A site plan to scale, with dimensions indicated, in duplicate showing the legal description and the front, rear and side yards and any provision for on-site parking and access and egress points.
 - Two (2) copies of floor plans and elevations of sections. *(home-based exempt)*
 - A statement of uses and purpose.
 - A statement of ownership of land including the signature of the registered owner and applicant.
 - The estimated commencement and completion date. *(home-based exempt)*
 - The estimated cost of the project.
(home-based exempt)
2. Once approved and processed there is a standard two (2) week appeal process prior to the issuance of the Development Permit. However, if it is a Permitted Use, only the applicant can appeal the conditions.
3. The applicant will receive a Notice of Decision once processed, stating the conditions of the permit and the effective issuance date.
4. After the issuance of the Development Permit, Building, Electrical, Gas, and Plumbing Permits must be applied for, which will be accompanied by inspections within the respective areas.