



Home Office

What is a Home Office?

A home office is a business carried on within the home which does not involve any signage, keeping of products, client or customer visits, deliveries, or employees.

Does a Home Office require a Development Permit?

Most home offices do not require development permits. To determine whether or not your home office needs a development permit, our staff is available to discuss the requirements with you.

Does a Home Office require a Business Licence?

Yes, all home offices require a business licence.

CONTACT US

If you have any questions or for more information contact:

Planning & Economic Development

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Hours

8 a.m. to 4:30 p.m., Monday to Friday
Closed on statutory holidays

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Revised December 2015



Morinville

PLANNING & ECONOMIC DEVELOPMENT

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STARTING A HOME BUSINESS?

Are you thinking about running a business out of your home? Before you start, did you know that you need to have a business licence and may also need to have an approved development permit? There are three types of home based businesses:

- 1) Home Office (*see opposite page*)
- 2) Minor Home Occupation
- 3) Major Home Occupation

The Planning and Development Department will determine which category your business is.

What is a Home Occupation?

A home occupation is a business carried on within the home in addition to the approved residence. There are two types of Home Occupations:

- **Minor** home occupations have no exterior evidence of operation, such as signs, outdoor storage or outdoor business activity.
- **Major** home occupations may have limited exterior evidence of operation such as a small mounted sign, employees, or frequent client visits.

Each residence that contains a home occupation requires an approved development permit and business licence prior to operating. A business licence can be applied for at the same time as the development permit, however, it will not be issued until after the 14 day appeal period has passed.

Why is a Development Permit required for a Home Occupation?

Think of a development permit as a type of quality control for the neighborhood you and your family live in. Morinville has many different areas that are zoned for residential use, and chances are you live in a residential area. Applying for a development permit for a home occupation allows staff to review those applications and ensure that the quality of life for our residents is not jeopardised by the possible impact that a business may have on a neighbourhood.

Staff reviewing the development permit application will take into consideration the following before making a decision:

- parking
- traffic
- hazardous materials
- noise
- dust/odour/smoke
- hours of operation
- storage related to the business
- compatibility within a residential neighbourhood

Determining whether a Home Occupation is *Minor* or *Major*

A Minor Home Occupation will have:

- no negative impacts on your neighbours;
- no non-resident employees;
- no more than 5 client or customer visits per week;
- no utility trailer used for the business; and
- no signage.

A Major Home Occupation may have one or more of the following:

- Minimal impacts on your neighbours;
- up to 1 non-resident employee or business partner;
- a maximum of 6 clients or customers on-site at any time;
- A wall mounted sign not exceeding 0.4 m² (4.3 sq. ft.) in area; and/or
- A utility trailer not exceeding 6 m (19.7 ft.).

For Major Home Occupations, the applicant may be advised to contact their neighbours, or the Development Authority might send them a letter before making a decision, to provide them with information on the proposed business and its impact and to solicit their feedback.

How to Apply

- ◆ A questionnaire is to be completed as part of the application for a development permit. It will then be determined whether a home occupation is minor or major.
- ◆ If you live in a condominium complex or a rental property, a letter of authorization with your application is required from your Condominium Association or the Landowner.
- ◆ Application fees are due and payable at the time of submission.

Approval Process

Minor Home Occupation:

Once the completed development permit application has been submitted, it will be reviewed by a Development Officer for approval. In most cases a development permit is valid 15 days after it is issued.

Major Home Occupation:

Once the completed development permit application has been submitted it will be reviewed by the Municipal Planning Commission (MPC) for approval.

You will be notified when your application will be presented to the MPC and be encouraged to attend and answer any questions that may arise.

Once the application for a major home occupation is approved by MPC, notification of the proposed home occupation is sent to neighbouring property owners and advertised in the local newspaper advising them of a 14 day appeal period. After the appeal period is over, and no appeals were received, the permit is valid.

Our dedicated staff is always available to explain the role of the Subdivision and Development Appeal Board and the nature of an appeal.

If the decision for your application is not to your satisfaction, you may appeal that decision to the Subdivision and Development Appeal Board.