

What to include in your Application

When applying for a Business License and Development Permit, you must provide:

1. Your municipal address;
2. The legal description of your property (Lot, Block & Plan – *these are available from your Tax Notice*);
3. Landowner consent to the operation of the business (if you are not the owner of the house);
4. A description of the home occupation you propose and completion of an application for a business license, which includes:
 - a) Upgrades, expansions or alterations of existing structures and services;
 - b) Provisions being made for clients, noise or odour;
 - c) Service or preparation of food to the public; and
 - d) Parking provisions.

ALL PERMITS ARE SUBJECT TO A FOURTEEN (14) DAY APPEAL PERIOD.

WHERE TO APPLY

Town of Drayton Valley
Box 6837, 5120 – 52 Street
Drayton Valley, Alberta T7A 1A1
Attention: Planning & Development
Department

HOURS OF OPERATION

Monday to Friday
8:30 a.m. to 4:30 p.m.
Saturday & Sunday
Closed

PHONE & FAX

Telephone: 514-2200
Facsimile: 542-5753

The Town of Drayton Valley is proud of its appearance and enthusiastically greets all those who wish to develop and contribute to the growth of the community. The Town encourages a high degree of participation to best accommodate the interest of both the private landowners and the public interest.



Some important information to consider when...

STARTING A HOME BUSINESS



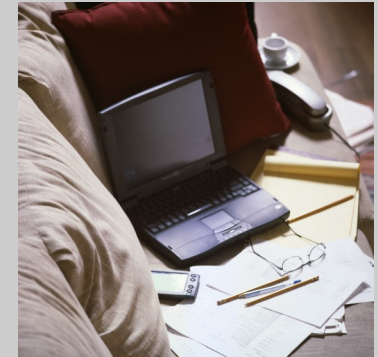
Town of Drayton Valley

What rules apply to home businesses?

Because a home-based business is operated from within a residential area, regulations are in place to be sure that the business is a compatible fit with the neighbourhood. Specifically, the rules that apply to a home-based business include:

- It must be a secondary use only and may not change the character or appearance of a residence.
- A maximum of 25% of the floor area of the residence may be used for a home business.
- One non-illuminated fascia sign or nameplate (no larger than 3 feet square) may be used to identify a home business and must be approved through Development and Building Permits.
- Only residents of the house may be employed as part of a home occupation, unless otherwise permitted.
- It shall not create excessive noise, smoke, steam, odor, dust, vibration or garbage.
- A home business shall not generate pedestrian or vehicular traffic or parking shortage.

- Mechanical or electrical equipment which creates visual, audible or electrical interference in radio or television reception is not allowed.
- No vehicles parked on-street or off-street as a result of a home business shall be a source of inconvenience to adjacent landowners or tenants.
- A home business that attracts clients, customers or students to the premises shall be limited to a maximum of six persons in attendance at any one time.
- Commercial vehicles (loaded or unloaded) of a maximum weight in excess of 5500 kg are prohibited.
- A Development Permit may be required, depending on the work to be done to the residence to accommodate for the business.
- If complaints are registered against the home business by an affected landowner, the Town shall review the issuance of the Business License.
- A home occupation permit does not exempt compliance with health regulations or any other municipal or provincial regulations. Any complaints registered against the home occupation by an affected landowner shall be reviewed by the Town of Drayton Valley



**Drayton Valley is open for business
and we welcome innovative ideas and
ingenuity of all varieties!**