



Planning & Development Department
4829 50 Street, Lower Level
Postal Drawer 640
VEGREVILLE, ALBERTA T9C 1R7

T: 780-632-6479 | F: 780-632-6856
ipd@vegreville.com | www.vegreville.com

APPLICATION FOR BUSINESS LICENCE

New Licence Name Change Change of Occupancy Change of Address Change of Ownership Reprint

I, _____ herewith make application for a licence under the provisions of the Licencing
(Name of Applicant)

Bylaw No. 05-2019 of the Town of Vegreville to establish and operate a business within the Town of Vegreville. The said Business will be operated under the:

Company/Personal name of: _____

Civic Address of Business: _____

Description of Business: _____

Name of Owner/Manager: _____

Business Mailing Address: _____

Business Phone: _____ Resident Phone: _____ Cell Phone: _____

Email: _____ Website: _____

As required by Provincial or Municipal Legislation, I have obtained and possess the following:

A. Provincial Licence Requirements: Alberta Licence No.: _____ Expiry Date: _____

B. Approved under Health Regulations _____

(Health Inspector or other Authority)

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT

Date: _____ Applicant's Signature: _____

Please post my Business information on the Town's Website – Business Directory

Please identify my business on Google Maps through the Town's Website

FOR OFFICE USE ONLY

Fire Discipline Inspection: _____
(Safety Codes Officer)

Approved under the Land Use Bylaw: _____
(Development Authority)

Business Licence Fee: _____

Issued By: _____

Fire Inspection Fee: _____

Business Type: _____

Business Licence No.: _____

Cash Receipt No.: _____

Development Permit No.: _____

Approved By: _____

Other Comments: _____



Development Permit Application Form

Town of Vegreville
 PO Box 640
 VEGREVILLE AB T9C 1R7
 Phone: 780 632 6479
 Fax: 780 632 6856
www.vegreville.com
ipd@vegreville.com

New Construction Addition Renovation Demolition Change of Use Business License Fence Sign Other

Permit Number: _____

File Number: _____

APPLICANT INFORMATION:

Applicant: _____ Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____ Email: _____

Registered Landowner (if same as Applicant, check here)

Registered Name(s): _____ Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____ Email: _____

DEVELOPMENT INFORMATION:

Project Address/Location: _____ Lot: _____ Block: _____ Plan: _____

Legal Subdivision: Part of: _____ Section: _____ Township: _____ Range: _____ West of: _____

Land Use District: _____ Tax Roll: _____ Proposed Use: _____

Project Description: _____

Total Floor Area: _____ m² / sq. ft. (circle one) Building Height: _____ m / ft. (circle one)

Description of Property: Corner Lot Interior Lot Length _____ m / ft. Width _____ m / ft. Area _____ m² / sq. ft.

Yard Setbacks: Front _____ m / ft. Side A _____ m / ft. Side B _____ m / ft. Rear _____ m / ft. % of Lot Occupied _____

Accessory Building: Detached Attached Shed Deck Other Accessory Building Height _____

If applying for a deck: Uncovered Covered Enclosed

Accessory Bldg Setbacks: Front _____ m / ft. Side A _____ m / ft. Side B _____ m / ft. Rear _____ m / ft. % of Lot Occupied _____

Off-Street Parking Spaces: Qty _____ N/A Off-Street Loading Spaces: Qty _____ N/A

Estimated Cost of the Project or Contract Price (all construction costs including labour) \$ _____

Estimated Start Date: _____ Estimated Completion Date: _____

Applicant Signature: _____ Date: _____

By submitting an application, I am allowing right of entry to allow all authorized persons the right to enter the above land and or building with respect to this application

The information on this form is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). The FOIP Act regulates the collection and disclosure of personal information. The privacy of personal information requested in this form is protected by the FOIP Act and is collected for the sole use of the Town of Vegreville to process your application, and the information on this form may be used for preparing documents made available to the public and the issuance of permits. For more information, please contact the Town Manager at 780-632-2606.

OFFICE USE ONLY

FEES:

Development: \$ _____	Building: \$ _____	Total
Discretionary/Variance: \$ _____	SCC Fee: \$ _____	DP & BP Fees Due \$ _____
Penalty: \$ _____	Penalty: \$ _____	Receipt No: _____
Total DP Fees: \$ _____	Total BP Fees: \$ _____	



HOME OCCUPATION REGULATIONS (Land Use Bylaw 11-2019)

- (1) Home occupations shall only be allowed on a site where a dwelling unit is located, with the home occupation as a secondary use of the dwelling unit;
- (2) A Development Permit shall be revocable at any time by the Development Authority Officer, if, in their opinion, the home occupation is or has become detrimental to the amenities of the neighbourhood in which it is located or if there is any change or intensification of the home occupation as originally approved.
- (3) The Development Authority Officer may place time limits on the period for which a Development Permit for a home occupation is valid.
- (4) **All** home occupations, including direct sales consultants shall comply with the following requirements:
 - (a) if the applicant is not the owner of the premises, written permission from the owner must be submitted with the Development Permit application;
 - (b) no home occupation shall change the principal character or external appearance of the dwelling or of any accessory buildings;
 - (c) a business license shall be obtained and maintained;
 - (d) no more than 20% or 30m² (323 ft²), whichever is less, of the dwelling unit shall be occupied by the home occupation;
 - (e) there shall be no outdoor business activity, or outdoor storage of material or equipment associated with the home occupation, nor shall there be any storage of hazardous material allowed on the site, excluding normal household materials;
 - (f) the dwelling in which a home occupation is located may have one fascia sign placed on the dwelling, providing that the sign does not exceed
1.0m² (10.8 ft²) in area or a free-standing sign that does not exceed
0.28m² (3.0 ft²) with the approval of the Development Authority Officer;
 - (g) the home occupation shall not create any nuisance by way of noise, dust, odour, or smoke, or anything of an offensive or objectionable nature that may interfere with or affect the use, enjoyment or value of a neighbouring property;
 - (h) there shall be no mechanical or electrical equipment used which creates external noise, or visible or audible interference with home electronics or computer equipment in adjacent dwellings;
 - (i) a Development Permit for a home occupation shall be terminated should the applicant vacate the property for which the permit has been issued;

- (j) pedestrian or vehicular traffic, shall not, in the opinion of the Development Authority Officer, be generated in excess of that which is characteristic of the District in which the home occupation is located;
 - (k) only two (2) business related vehicles may be parked on the street at one time;
 - (l) only one (1) commercial vehicle, of a capacity not exceeding 1.0 tonne (2200 lbs.), shall be used in conjunction with the home occupation, or parked or maintained on the site or on the road in proximity to the site. Truck trailers or vehicle accessories or equipment shall not be allowed; and
 - (m) the home occupation shall not be allowed if, in the opinion of the Development Authority Officer, such use would be more appropriately located in a Commercial or an Industrial District, having regard for the overall compatibility of the use with the residential character of the area.
- (5) In addition to the requirements included in (1) through (5) above, **Home Occupations – Minor** and Direct Sales Consultants shall comply with the following regulations:
- (a) there shall not be any clients or customers on-site of the home occupation-minor.
 - (b) the home occupation shall be operated by a permanent resident only and may not employ any other person;
 - (c) the home occupation shall not exceed 10m² (100 ft²) in floor area for display of goods within the interior of the dwelling, excluding the purpose of using the products for their everyday living or their own home decoration.
- (6) In addition to the requirements included in (1) through (5) above, **Home Occupations - Major** shall comply with the following regulations:
- (a) the home occupation may utilize accessory buildings, with no outdoor storage, while still maintaining the residential use as the primary use on the site;
 - (b) the home occupation may employ up to one (1) other person that does not reside on the site or within the primary residence;
 - (c) there shall be no more than fifteen (15) client or customer visits to a home occupation-major per week, excluding deliveries of stock or goods;
 - (d) the number of clients or customers on-site shall not exceed 6 at any time, with the exception of a sales party, whereby for a period of four (4) hours a maximum number of clients on-site shall not exceed fifteen (15) at any given time during the sales party;

Date

Applicant's Signature (Owner)