



HOME OCCUPATION - MAJOR BUSINESS LICENCE APPLICATION PROCEDURES

All Town of Vegreville Business Licences are valid from January 1st to December 31st of the current year. The fee must be paid at the time of application; applications will not be processed until payment is received.

- Complete the Business Licence Application form. Include the description of the business; the physical address of the proposed business; the mailing address; contact names; telephone, fax and cell numbers; Alberta Licence No. (if applicable) and expiry date; and be sure to sign and date the form. **ALL SECTIONS OF THE FORM MUST BE COMPLETED.**
- Complete Page 1 of the Development Permit Application form. The “Description of Property” and the “Accessory Building” sections are not required for Home Occupation Business Licence applications. **ALL OTHER SECTIONS OF THE FORM MUST BE COMPLETED.** Be sure to sign and date the form.
- **The Development Permit Application will not be valid until 21 days after the date the notice of development permit application is mailed to all adjacent property owners**
- Following approval the Municipal Development Clerk will forward the Business Licence Application to the Fire Department for a fire inspection. The Fire Department will contact you to schedule an appointment for the fire inspection (the fire inspection fee is included in the Business Licence Application fee).
- If the business requires approval under Health Regulations, the Applicant must contact the Health Inspector to acquire this approval. (The Health Inspector’s approval is required prior to the fire inspection.)
- **INCOMPLETE FORMS WILL DELAY THE APPLICATION PROCESS.**
- Any person contravening any provision of Business Licence Bylaw 05-2019 shall be guilty of an offence and liable on summary conviction:
 - (a) to a fine of three hundred dollars (\$300.00) for the first offence;
 - (b) to a fine of five hundred dollars (\$500.00) for every day the offence continues, exclusive of costs;
 - (c) in the event of default of either of the fines and costs noted in (a) or (b) to imprisonment for a period of time not to exceed six months unless the fine and costs including the cost of committal are sooner paid.
- The applicant must notify the Municipal Development Clerk of **ANY CHANGES** to the information provided on the Business Licence or Development Permit Applications prior to the change being made.
- The Town of Vegreville provides the business name and contact information of all licenced businesses to individuals who inquire at the Town office; the Vegreville and District Chamber of Commerce; and the Vegreville Economic Development Board.