

## OFFICE VS. OCCUPATION

A Home Occupation generates one or more client or customer visit, while a Home Office does not require client or customer visits and involves an individual working from home (for example, online tech support).

## DO I NEED A LICENSE?

According to the City of Camrose Bylaw, any activity run from a residence that generates income requires a license. Even if you sell crafts or provide professional services on a casual or hobby basis that is considered commerce, you should obtain a license to operate.

This brochure has no legal status and cannot be used as an official interpretation of the various regulations currently in effect. Users are advised to contact Planning and Development Services for more information. The City of Camrose accepts no responsibility for persons relying solely on this information.

## HOME OFFICE

A Home Office shall be considered an accessory use to a principal dwelling and shall not require a Development Permit provided that it:

- Is located entirely within a principal dwelling and does not occupy more than twenty-five (25) percent of the gross floor area of the principal dwelling;
- Does not involve any business associated visits;
- Does not employ any non-resident persons within the dwelling;
- Does not extend the business activity to any outside yard or accessory building;
- Does not change the residential character of the dwelling;
- Does not include any signage or advertisement on the exterior of the dwelling;
- Does not produce any noise, vibration, or other nuisances detectable from outside the principal dwelling.

Uses that do not meet the above criteria shall be considered a Home Occupation and shall require a Development Permit.

A maximum of two Home Offices or one Home Occupation and one Home Office is permitted per lot in conjunction with a principal dwelling. A Home Office shall require a business license from the City.

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# Home Occupation/ Home Office





## WHY DOES THE CITY REGULATE HOME OCCUPATIONS?

- To track the Economic Development of the City.
- By nature, home occupations are difficult to monitor because of their low visibility. Licensing assists in tracking businesses and ensuring they comply with municipal regulations.
- Licensing allows the City to implement rules that protect the residential character while allowing opportunities for business development.

## WHY LICENSE MY BUSINESS?

- It is illegal to operate without one.
- Free Advertising --The City makes a list of businesses in Camrose to give out in its information packages.
- You need a License to apply for membership in the Better Business Bureau or the Camrose Chamber of Commerce.
- Many suppliers provide discounts to businesses, registering your business with the City could qualify you for these discounts.
- You are joining a Community of Home Based Businesses.

## WHAT ARE THE REQUIREMENTS FOR A LICENSE?

A Home Occupation:

- May not occupy more than twenty-five (25) percent of the gross floor area of the principal building;
- May use accessory buildings for business activities, provided the accessory buildings meet the requirements of the district and Subsections 9.2 and 9.3 of the Land Use Bylaw;
- Shall maintain the residential character of land, buildings or structures;
- Shall not produce offensive noise, vibration, smoke, dust, odours, heat, glare, electrical or radio disturbance;
- Shall not adversely affect the privacy and enjoyment of adjacent dwellings or the amenities of the neighborhood;
- Shall not permit Outside Storage unless it is screened to the satisfaction of the Development Authority;
- Shall have a maximum of three (3) employees on site at any one time, of which only one may be a nonresident;
- Shall have a maximum of six (6) persons, including employees and clients, on site at any one time.
- It is the responsibility of the business operator to obtain any other approvals or licenses that may be required by other legislation and regulations.
- Automotive Services shall only be considered a Home Occupation if all activities are fully contained within a building and no more than one (1) vehicle is on site for service at any time.
- Signage for a Home Occupation shall not exceed 0.3 m<sup>2</sup> and shall be placed inside a window or flat on a building, so as to not project into any yards.
- Not more than one (1) commercial vehicle with one (1) accessory trailer (gross vehicle weight not exceeding 4,500 kgs), shall be used in conjunction with any Home Occupation.
- If, at any time, any of the requirements for Home Occupations have not been complied with the Development Authority may suspend or cancel the Development Permit.
- Off-street parking shall be in accordance with the current City of Camrose Land Use Bylaw (generally 2 stalls for the dwelling + 1 stall for each non-resident employee + 1 stall for visitor parking if visitations are required). Parking for all commercial vehicles associated with a Home Occupation must be provided on the lot upon which the Home Occupation is located.

## DO I REQUIRE A DEVELOPMENT PERMIT?

A Development Permit is required for any new Home Occupation developed after January 1, 2016 or change in address. A Home Office does not require a Development Permit.

## WHAT IS A HOME OCCUPATION?

A Home Occupation is any occupation, trade, profession, or craft carried on by the occupant of a home and is secondary to the residential use of the building. No vehicle visits.