

Where to Apply

Email: permits@sprucegrove.org

Mailing Address:
City Hall
315 Jespersen Avenue
Spruce Grove, AB T7X 3E8

Office Hours

Monday to Friday

8:30 a.m. to 4:30 p.m.



**Starting A
Home
Based
Business?**

Phone: 780-780-962-7634, ext. 173

Fax: 780-962-1062

Email: touellette@sprucegrove.org

Revised December 2020

The Community of Choice!

Do you require a Business License for your Home Based Business?

All Home Based Businesses are required to obtain a City of Spruce Grove Business License pursuant to Business License Bylaw No. C-855-13 as amended.

Do you Require a Home Occupation Development Permit for your Home Based Business?

A Home Occupation Development Permit Application is not required for a home office provided the following are adhered to:

- No individual other than the resident of the Dwelling is employed there
- The business does not generate any pedestrian or vehicular traffic
- There are no On Site Signs or advertisements
- No outdoor storage of materials, goods or finished products for business purposes
- The business is operated as an Accessory Use and does not change the residential character or appearance of the Dwelling

When do you need to apply for a Home Occupation Development Permit?

If you **DO NOT MEET ALL** of the previous requirements, you will be required to submit the following along with the completed Home Occupation Development Permit Application:

- Completed Right of Entry authorization form
- Authorization Letter from Property Owners
- Land Title Certificate— within three weeks old
- Copy of your Real Property Report, if available, clearly showing where your customers will be parking

Depending on the nature of your business, you may be required to apply for a Building Permit or other permits.

A printable copy of all applicable applications are available on our website under “services” or “business”
www.sprucegrove.org

Appeals

If your application has been refused, or approved subject to conditions set forth by the Development Officer, you can appeal the decision to the **SUBDIVISION AND DEVELOPMENT APPEAL BOARD**. If an applicant wishes to appeal the decision, a written notice of appeal must be served to the Subdivision and Development Appeal Board prior to the appeal expiry date noted on the development permit decision accompanied by the appropriate application fee.

MAIL APPEALS TO:

Subdivision and Development Appeal Board Secretary
City of Spruce Grove, City Hall
315 Jespersen Avenue
Spruce Grove, AB T7X 3E8

Please contact the Planning and Development Department for assistance.

(780) 962-7582