
HOME-BASED BUSINESS APPLICATION & LICENCE PROCESS



Licence Renewal Schedule

Home-based business licences are renewed on an annual basis.

After receiving the renewal letter, businesses are required to submit payment, in-person, online or over the phone to avoid late payment penalties.

PHONE
780-875-6184

ONLINE via financial institution
lloydminster.ca/VCH
lloydminster.ca/Payments

IN-PERSON
City Hall (4420 50 Ave)



Maintaining business communications is a priority of the City of Lloydminster. If your organization has a change in business ownership or management, please update your business licence via the Contact Update Form at lloydminster.ca/businesslicence or call 780-875-6184 Ext. 2123.

When does my home-based business need a development permit?

If you are planning on operating a new business where the scope involves more than doing paperwork out of your home or you are adding an additional business then a permit may be required.

Why does my home-based business need a permit?

The City is divided into districts. Within each district is a list of allowed uses, some are permitted and some are discretionary. This process will confirm if the use is allowed. Once approved you are required to obtain a business licence for a home-based business. Permits ensure the intentions and character of residential neighbourhoods are maintained. These regulations and conditions are contained within the Land Use Bylaw.

Is the development permit and business licence renewal a yearly requirement?

The development permit approval is only required once provided that the business does not intensify, the business does not stop operation for a period of 12 months, additional businesses are not added to the location or the business is not moved to a new location. The business licence is required to be renewed annually.

What if I move or discontinue operation?

All development permits are site specific and would become invalid after 12 months of no activity on the site.

New changes to the City's Land Use Bylaw surrounding home based businesses

- Major and Minor Home-Based Businesses must display a window card that is visible from the street
- Limited businesses have been added as a "type" of home-based business
- Listed prohibited home-based businesses
- Set maximum number of client visits per week
- Created additional enforcement regulations that extend to both Development Officers and Bylaw Officers

Home-Based Business Licence Categories

BUSINESS TYPE	DESCRIPTION	DEVELOPMENT PERMIT VALIDITY	DEVELOPMENT FEE	BUSINESS LICENCE VALIDITY
HOME-BASED				
Limited Development permit approval is not required for limited businesses provided the business fits within the Home-Based Business Limited Regulations within the Land Use Bylaw (LUB).	A development allowing the secondary use of a residential dwelling for the purposes of a home office by the full-time occupant of the dwelling. <i>This use does not permit business associated visits, any additional non-resident employees, any additional parking or outdoor storage, or cannabis related uses. (ie. bookkeeper, accountant, draftsman).</i>	No development permit approval required, provided LUB regulations are followed. ¹	\$0	Full Year/Short Term
Minor Development permit decisions are generally issued within 3-5 ² business days of receipt of a complete application.	A development allowing the secondary use of a residential dwelling for the purpose of a business by the full-time occupant of the dwelling, which includes business-associated visits to the residence for the exchange of goods. Home-based Business, Minor shall not include personal services, including but not limited to massage and esthetics (hair, nails, eyebrows, etc.). <i>This does not include cannabis-related uses (ie. building construction contractor).</i>	No expiration provided LUB regulations are followed. ²	\$90	Full Year/Short Term
Major Development permit decisions are generally issued within 4-8 weeks of receipt of a complete application due to provincially legislated requirements that cannot be altered.	A development allowing the secondary use of a residential dwelling for the purpose of a business by the full-time occupant of the dwelling, which includes business-associated visits to the residence, up to one additional non-resident employee, and limited use of a rear yard or accessory building. <i>This does not include cannabis-related uses. Not permitted in an apartment (ie. esthetics, childcare).</i>	No expiration provided LUB regulations are followed. ³	\$480	Full Year/Short Term

Note - For Business Licence fees, please refer to City of Lloydminster Fees and Charges Bylaw 8-2023, Schedule 'B' - Finance

¹ It is recommended that customers contact the planning department to discuss Home-Based Business Limited before trying to obtain a business licence to ensure that the home-based business does in fact fall within the regulations of not requiring Development Permit Approval.

² Should the minor application be within a direct control district, it could take 4 to 8 weeks for a decision as uses within these districts are required to go before council for a decision.

³ The development permit approval does not expire provided that the business doesn't intensify, the business doesn't stop operation for a period of 12 months, additional businesses aren't added to the location, the business isn't moved to a new location and/or the business licence is renewed annually and all conditions and regulations pertaining to home-based business as listed within Land Use Bylaw is adhered to.

For more information, scan the QR code or visit: lloydminster.ca/hbb




BUSINESS LICENCES

 780-875-6184 Ext. 2123

 businesslicence@lloydminster.ca

DEVELOPMENT APPLICATIONS

 780-874-3700 Ext. 2608

 permits@lloydminster.ca

