

Business Resources

RESOURCE	PHONE	WEBSITE
AMVIC (Alberta Motor Vehicle Industry Council)	780.466.1140	www.amvic.org
AlbertaFirst.com	866.209.5959	www.albertafirst.com
Alberta Health Services - St. Albert	780.459.6671	www.albertahealthservices.ca
Better Business Bureau	780.482.2341	www.edmonton.bbb.org
BizPal		www.bizpal.ca
The Business Link	800.272.9675 780.422.7722	www.cbcs.org/alberta
Chamber of Commerce	780.458.2833	www.stalbertchamber.com
NABI (Northern Alberta Business Incubator)	780.460.1000	www.nabi.ca

Register/Search Business Name

Corporate Registry Edmonton	780.427.7013	
Government of Alberta	780.310.0000	www.alberta.ca
Registry Office or Corporate Registry		www.service-alberta.net/617.cfm
RITE line within Alberta	780.310.0000	

Programs and Services - www.programs.alberta.ca/Business/IndexB.aspx

Alberta Liquor & Gaming Commission	800.272.8876 780.447.8600	www.aglc.ca
Workers Compensation Board	866.922.9221 780.498.3999	www.wcb.ab.ca

Government of Canada

Business Start-up Assistant	888.576.4444	www.bsa.cbcs.org
GST Information	800.959.5525	www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps

Civic Contacts

Alarm Systems Permits	780.458.4351
Dog Licences	780.458.4351
Fire Department	780.418.6069
Municipal Enforcement	780.458.4300

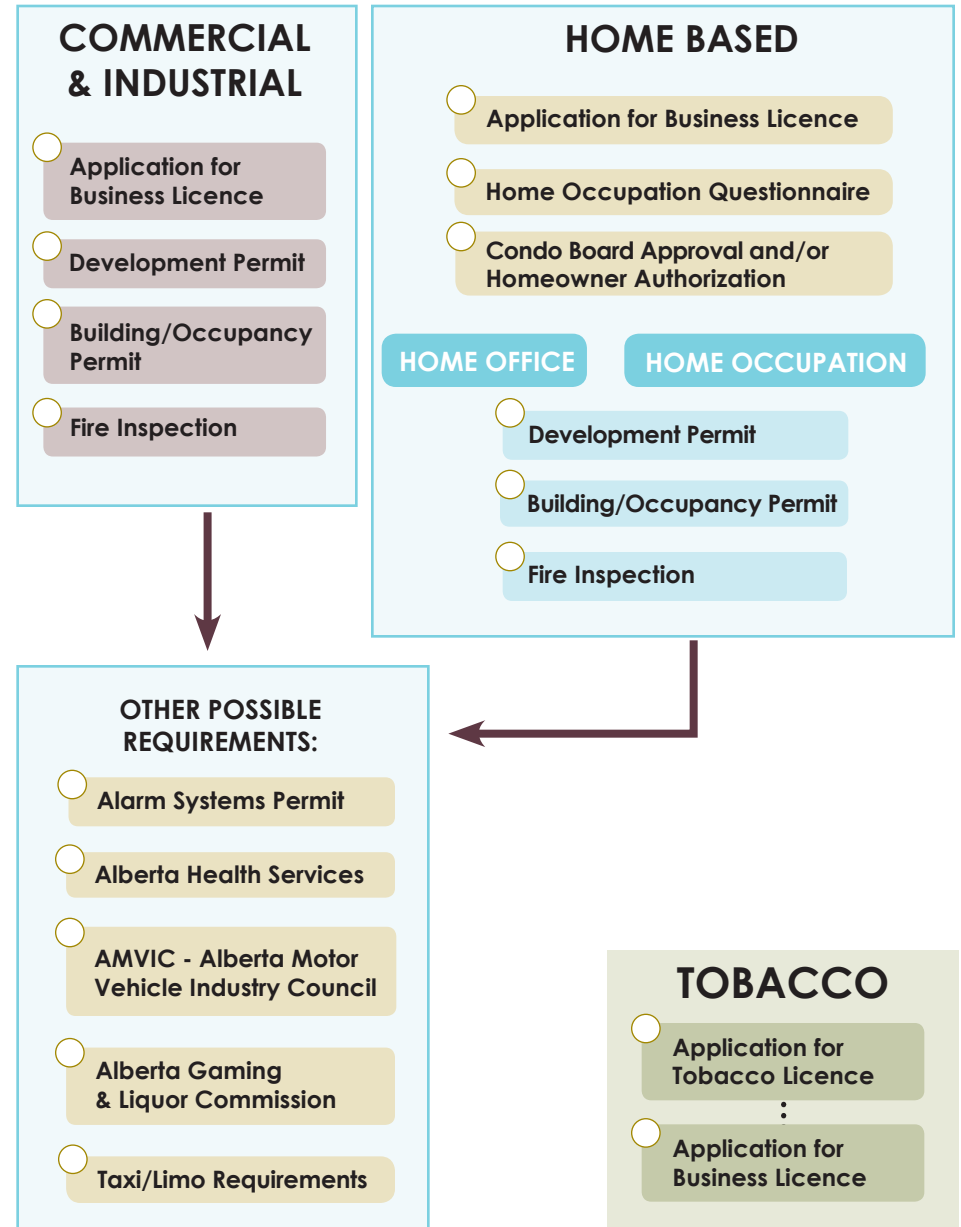
This information is collected in accordance with Section 33© of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) and is used by the City to promote business in St. Albert. Personal information is protected under FOIP. For further information, contact the City of St. Albert's Chief Legislative Officer, 5 St. Anne Street, St. Albert, AB Canada, T8N 3Z9 (780) 459-1500.



What do I need to Start my Business in St. Albert?

Below is a guide to starting a business in St. Albert. For additional information or assistance contact Business Licensing at 780.459.1618.

BUSINESS LICENSING



Welcome

The following guide outlines the business licence and possible permits required when starting a new business. It provides an overview of the type of information available within each City department. There are also additional sources of information, including provincial and federal government agencies. We look forward to assisting you with your new business venture.

**Business & Tourism Development
Business & Visitor Centre**
71 St Albert Trail
Ph 780.459.1631 Fax 780.460.1161
www.stalbert.ca info@st-albert.net
www.visitstalbert.com

Sources of information available to assist with business planning include:

- Northern Alberta Business Incubator (NABI)
- Land/real estate for sale
- Community Profile (includes Income, Labour Force Data and Traffic Counts)
- Focus On Business Newsletter
- Quadrant Profiles
- St. Albert Consumer Survey
- St. Albert Trade Area Survey
- St. Albert Municipal Census Report
- Street Map

Additional resources and information available upon request.

**Business Licensing
St Albert Place**
Main Flr, 5 St Anne St
Ph 780.459.1618 Fax 780.459.1733
www.stalbert.ca/business-licensing
licensing@st-albert.net

In St Albert an annual business licence is required for local and non-resident businesses. Should a business be identified as a "Home Office" through information provided on the Home Occupation Questionnaire, a Development Permit will not be required. All other resident businesses will require a Development Permit and may require approval from other agencies and governing bodies (e.g. Engineering, Fire, Health, Provincial, Federal, etc).

**Development Permit
Planning & Development Services**
2nd Flr, 5 St Anne St
Ph 780.459.1642 Fax 780.458.1974
www.stalbert.ca/planning-development

An approved development permit application is required prior to starting construction of a new project or prior to making changes to existing space to accommodate a new type of use. Also, when installing a temporary business venue (eg kiosk, roadside, vending stand etc).

There is a fee associated with the application, due at the time of submission. Two sets of floor plans, elevation drawings and site plans are usually required, as well as a completed development permit application. When proposing to operate a home-based business, a Home Occupation Questionnaire must also be completed.

Most home-based businesses require a development permit and business licence to operate in a residential district. The Land Use Bylaw classifies home-based businesses as either "Home Occupations" or "Home Offices". Should a business be identified as a "Home Office" through information provided on the Home Occupation Questionnaire, then a Development Permit will not be required. An application for a Business Licence must be submitted to Business Licensing. Once a Development Permit is issued, the approved plans are forwarded to Engineering Services for an Occupancy/ Building permit.

**Building/Occupancy Permit
Engineering Services**
2nd Flr, 5 St Anne St
Ph 780.459.1654 Fax 780.458.1974
www.stalbert.ca/building-inspection-services

Most projects require a Building Permit. Permits are not required for:

- Maintenance and repairs that do not affect electrical or mechanical work
- Painting, decorating or cabinet work
- Fences, retaining walls (less than 1 metre), sidewalks or planters
- Accessory buildings less than 10 sq. metres in size

Commercial and light industrial projects require three sets of plans, usually provided at the development permit stage. Plans must be sealed and signed by an Architect or Structural Engineer licensed to practice in Alberta.

Building Inspections are required for:

- Basement walls prior to backfill
- Framing and insulation prior to drywall installation
- Electrical, Plumbing and gas installations and completion prior to occupancy

Occupancy Permits are required for:

- All new commercial, industrial and institutional projects
- All additions to commercial, industrial and institutional projects
- Alterations to commercial, industrial and institutional projects based on size/ complexity. Contact Building Safety Codes Officer for a ruling if in doubt.
- Change of use or occupancy of a residential, commercial, industrial or institutional building.

**Sign Permit
Planning & Development Services**
2nd Flr, 5 St Anne St
Ph 780.459.1642 Fax 780.458.1974
www.stalbert.ca/sign-regulations-land-use-bylaw

The St Albert Land Use Bylaw 9/2005 regulates the placement of signs on private property. The Planning and Development department is responsible for the issuance of development permits for signs and conducts enforcement of any signage illegally placed on private property.

**Alarm Systems Permit
Municipal Enforcement Service**
96 Bellerose Dr RCMP Building
Ph 780.458.4351 Fax 780.459.9425
www.stalbert.ca/alarm-systems

Permits are issued in the name of the applicant (permit holder) at the alarm address and are not transferable to other residential and/or business owners or addresses. A new permit application will need to be completed if there is a change in ownership and/or address.

Assessment & Taxation

Assessment Services
203, 7 St Anne St Professional Bldg
Ph 780.459.1603 Fax 780.459.1624
www.stalbert.ca/property-assessment

Taxation Services
Main Flr, 5 St Anne St St Albert Place
Ph 780.459.1516 Fax 780.459.1733
www.stalbert.ca/property-taxes-and-assessment

All properties in St Albert are taxed based on their market value assessment. Annual bill payment is due end of June. A monthly pre-authorized tax payment plan is also available.