



Business Permit
A Guide to the approval process for SAY Lands
January 2017



Who Requires a Business Permit?

A Business Permit is your formal permission to operate a business within the Skowkale, Aitchelitz and Yakweawkwoose (SAY) Lands.

Persons are deemed to be carrying on a business if they are involved in any of the following activities:

- dealing in, buying, selling, bartering, renting, or displaying any commodity for profit or gain;
- advertising a business;
- rendering or offering to render professional, personal, contractual, or other service for profit or gain; and
- renting more than two residential suites in any one building complex.

If your business is located in the SAY Lands, your Business Permit must be posted on the premises in a conspicuous place at all times.

If you are a non-resident you must carry a Permit while conducting business in the SAY Lands.

How do I apply for a Business Permit?

Business Permit applications can be obtained from our website www.saylandsoffice.ca

How are Business Permit Applications Processed?

The procedure for processing a Business Permit depends upon the type of commercial operation that is intended to be operated.

The following inspections and approvals may be required prior to issuance of the Permit:

- Planning & Strategic Initiatives Department – approval of proposed business use, lot size, siting of premises, and parking.
- Development & Regulatory Services Division – approval of a Building Permit for proposed building alterations, especially structural changes.
- Fire Department – approval of fire safety equipment installations, alarms, smoke detectors, exits, etc.
- Provincial Medical Health Officer – approval required if the business involves the preparation distribution, and selling of foods (e.g. restaurants, grocery stores, hot dog stands, etc.) other than pre-packaged or pre-bottled foodstuffs.
- Provincial Gas Inspector – approval required of all propane or natural gas equipment installations.
- Provincial Motor Dealer Licencing - approval required for all motor vehicle sales.
- Provincial Waste Management – approval required if business

would produce liquid, solid, or airborne wastes.

If for any reason, the business lands and/or premises do not conform to the applicable statutes, regulations, codes, bylaws and standards, the applicant would be advised promptly of the deficiencies. The applicant will be required to correct the deficiencies before the business Permit is issued.

What if I operate my business out of my place of residence and not a commercial premise?

There are two main categories of businesses operated from a One Family Residence:

- Accessory Home Occupations; and
- Cottage Industries.

Proposed cottage industries and home occupation uses may be permitted subject to zoning and other regulations outlined in the Zoning Law.

An Accessory Home Occupation is a use of a gainful nature of a One Family Residence that is clearly secondary in nature to the residential use. It is the only type of gainful use permitted in a One Family Residential Zone. i.e. a Cottage Industry is not permitted.

Home occupations may include, but are not limited to, the following:

- domestic crafts such as dressmaking, weaving, tailoring, shoe repair, etc.;
- barbering, beauty parlour, and other personal services;
- instruction in music;
- arts or crafts;
- child care facility limited to no more than eight children;
- manufacture of novelties, souvenirs and handicrafts as an extension of a hobby;
- office or workshop of a self-employed person excluding doctor, dentist or like professional;
- office of a clergyman;
- propagation of plants, shrubs, fruits or vegetables for sale;
- dog and cat grooming provided there are no more than three animals on the premises at one time.

A Cottage Industry is a gainful use carried on in a non-residential zone (e.g. an Agricultural or a Rural Zone) at the place of residence of one of the persons so employed. The business use is clearly secondary to a One-Family Residential Use of the same lot, and the lot size must generally be over 0.4 ha (0.988 acre) and occupy no more than 100m².

Cottage industries include, but are not limited to, the list of accessory home occupation uses, itemized in the Zoning Law.

With respect to home occupation uses the following guidelines among others are outlined in the Zoning Law:

- shall be accessory to One-Family Residential use and shall be contained within a building or structure;
- shall be conducted by a resident of the residence to which it is accessory;

- shall not create a nuisance or cause disturbances;
- shall have its presence made known by use of one exterior sign only;
- shall not generate additional vehicular traffic, or parking demand, in the neighbourhood; and
- the use and related equipment shall not occupy more than 20% of total residence floor areas to a maximum of 30 m² (325 ft²).

The procedure for processing a Business Permit for a home occupation or cottage industry is similar to the procedure for a business located in a commercial premise.

What can I do if I am refused a Permit?

If for any reason the Business Permit is denied, the staff may consult with and assist the applicant in further planning to facilitate the start-up of the business operation in accordance with the applicable regulations.

What are the fees for a Business Permit?

Business Permit fees are as follows:

Annual (January 1 to December 31)

- Resident Business - \$100.00 plus the following:
 - \$0.25 per m² of commercial floor space occupied
 - \$0.50 per m² of restaurant/assembly floor space occupied
 - \$0.10 per m² of industrial floor space occupied
- Non-resident Business:
 - \$100.00
 - Residential Rental Business
 - \$100.00 plus \$2.00 per rental suite
 - Accessory Home Occupation/Cottage Industry
 - \$100.00/\$106.00

Seasonal

- Summer – (May 1 to October 31) – One-half Annual Fee.
- Winter - (November 1 to April 30) – One-half Annual Fee.

All Permit fees must be paid prior to the issuance of the Permit.

The SAY Lands Office forwards renewal notices each November and grants the business a \$10.00 reduction in the Permit fee if paid to the Lands Office on or before December 15 of the year proceeding the Permit year.

What if my business moves or I sell my business?

If the business operator wishes to:

- Upon change of location of the business within the SAY Lands, a Change of Address form must be completed and approved prior to the move.
- Upon change of ownership of a business, a Change of Ownership form must be completed and approved prior to starting operation.
- A refund of 50% of Permit fees paid may be claimed if a business ceases operation and the refund is claimed prior to June 30 of the Permit year.

How can I find out more?

For information related to your specific application, and the time it will take to process your Business Permit, contact:

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