

For certain categories of businesses you will be required to prove you hold a license or approval from other Government agencies, proof of discipline, or a record check.

Service Alberta – Consumer Contact Centre

1-877-427-4088 or visit

www.servicealberta.gov.ab.ca/Consumer_Info.cfm

Businesses such as prepaid contractors, direct sellers (door to door), home inspection, payday loan.

Solicitor General — Private Security

1-877-462-0791 or visit www.solgps.alberta.ca/

[programs_and_services/public_security/security_programs/](http://www.solgps.alberta.ca/programs_and_services/public_security/security_programs/)

Businesses such as security, investigator and locksmith services require a Provincial License.

Alberta Motor Vehicle Industry Council (AMVIC)

1-877-979-8100 or visit www.amvic.org/

Businesses such as automotive (sales, leasing, repair and consignment sales) and auto body shops must produce their license. You are required to provide the AMVIC with proof that you have City Planning approval.

Alberta Health Services (AHS)

403-502-8205 or visit www.albertahealthservices.ca/

Businesses such as, sale of food or food products, personal services, salons and spas, and tattoo parlors, must supply the results of the inspection before a license is issued.

Alberta Gaming & Liquor Commission (AGLC)

403-331-6500, or visit www.aglc.ca

Businesses selling alcoholic beverages must obtain a liquor license from the AGLC. You are required to provide the AGLC with proof that you have City Planning approval.

Alberta Apprenticeship and Industry training

403-525-3100, or visit www.tradesecrets.alberta.ca/

Businesses that are considered a compulsory designated trades for Alberta must show proof of the discipline.

Medicine Hat Police Service – Police Information Check

403-529-8400 884 2nd Street SE

<http://medicinehatpolice.com/posts/post/142>

Businesses such as ,Taxi's, Care Givers/Aid, Massage Therapists (or NHPC), Day Care, Canvassers or Pedlar's, Transient Trader, Piercing/Body, Tattoolist, Escorts, Pawn Shop, Second Hand Dealer, Jewelry store require the License Department to consult with the Medicine Hat Police Service before issuing a license.

City of Medicine Hat
Planning and Development Services

580 First Street SE

Medicine Hat, AB T1A 8E6

Business Licensing

Phone: 403-529-8374

pbe@medicinehat.ca



www.medicinehat.ca/businesslicense



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Home Based Business License Process New or Moving



February 2016



Medicine Hat
The Gas City

Are you considering opening or running a home based business in Medicine Hat? We can help you get started, as opening a new business can be intimidating and we want to help make the process easier. Our role in Planning & Development Services is to assist home based businesses and the community to develop in a coexisting and appropriate way that enables all of us to live safely and to do our best to be good neighbours.

2-3 WEEKS BEFORE YOU OPEN COME SEE US!

Home Occupation means the use of a Dwelling, Garage, or Shed by the occupant of that Dwelling for a business, trade or profession.



In application order are the list of permits you will need to consider. In most cases we will approve both these steps concurrently.

1. Development Permit for Home Based Occupation

If you are planning to open a business in a residential area, you will have to apply for a Development Permit under the Land Use Bylaw.

All Home Occupations are considered a discretionary use. The development permit will outline what activities can be done onsite, for example; parking, storing or having customers attend the site.

The City must publish a notice of the decision in the Medicine Hat News and on the City's website. The notice will include a description of the development proposal and the procedure for any appeals.

2. Business License

If you are opening a brand new business then you will be required to apply for a Business License to operate.

Moving to another home:

If you already have a Business License and you are moving to a new residential location, you will have to apply for a new Development Permit under the Land Use Bylaw. Plus fill out a change of address business license application form.

NOTE: *Changing your address for your utilities account does not amend the records for your business license.*

Did you know?

Even if you hold a Provincial License with the Province of Alberta you still require to hold a local license from the City of Medicine Hat in order to conduct your business legally inside the corporate limits of Medicine Hat.

Home Occupations **shall not** include the following:

- Adult Establishments
- Animal Kennels or Breeding
- Auto body repairs and painting
- Automotive repairs or sales
- Cabinet making
- Industrial uses
- Retail uses
- Sheet metal work
- Welding work
- Upholstery work
- Vehicle or equipment storage or cleaning

Many Frequently Asked Questions regarding business licenses are also answered on the City of Medicine Hat website:

www.medicinehat.ca/businesslicense

Planning & Development Services is located on the second floor of City Hall. Our office is open from 8:30 a.m. to 4:30 p.m., Monday through Friday (except holidays).

For additional information call **403-529-8374**.