



## WHAT ARE THE TOWN'S REGULATIONS REGARDING COWORKING SPACES & OPERATING MULTIPLE LOCATIONS

Community Growth & Investment ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ [license@okotoks.ca](mailto:license@okotoks.ca) ■ Phone: 403.995.2760

### **DEFINITION OF COWORKING SPACES**

A coworking space is any location leasing Office / Desk / Room / Salon Chairs / Spaces to other businesses.

### **BUSINESS LICENSING**

#### ***Multiple Businesses in One Location***

In any coworking space, all businesses utilizing that space will require a business license as outlined in Paragraph 3.1 of the Business License Bylaw 20-13, "No person shall carry on any business or be engaged in any business within or partly within or partly without, the boundary limits of the Town unless that person has a valid and subsisting business license, and has paid the fee as prescribed in the Rates & Fees Bylaw."

#### ***One Business in Multiple Locations***

As outlined in Paragraph 3.10 of the Business License Bylaw 20-13, "A business license is required for each physical address, premises, or location where business is carried on within the Town and a separate fee shall be paid for each location. When two or more persons are operating separate businesses from the same premises a business license is required for each business."

### **FIRE OCCUPANCY INSPECTIONS**

All businesses will require a fire inspection prior to a business license being issued, as outlined in Paragraph 3.7 of the Business License Bylaw 20-13, "No business license will be issued until such time as the applicant and/or owner has completed all aspects of fire inspection to the satisfaction of the Okotoks Fire Department."

Fire inspections are essential for new co-working spaces to ensure the safety of occupants in the face of unique challenges such as diverse occupancy, flexible layouts, shared resources, electrical and IT infrastructure risks, compliance with regulations as well as emergency preparedness. By conducting an initial fire inspection and addressing any identified issues, co-working spaces can create a secure environment that prioritizes the well-being and security of all individuals using the facility.