



## Business License Application

Date: \_\_\_\_\_

Application # \_\_\_\_\_

### SECTION 1: BUSINESS ACTIVITIES

Describe Business Activities: (explain how the business will operate and list services provided)

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Previous Business License # \_\_\_\_\_

### SECTION 2: BUSINESS ADDRESS

Business Operating Address OR Market/Tradeshow Address:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Unit

Civic Number

Street Name

City

Prov

Postal Code

Business Legal Address (if applicable):

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Section

Township

Range



**SECTION 3: BUSINESS CONTACT INFORMATION**

Preferred Method of Contact: (Circle One)  **POSTAL MAIL**  **EMAIL**

**APPLICANT** Name: \_\_\_\_\_ Role: \_\_\_\_\_

Address

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Unit      Civic Number      Street Name      City      Prov      Postal Code

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Method of Contact: (Circle One)  **POSTAL MAIL**  **EMAIL**

**OWNER** Name: \_\_\_\_\_ Role: \_\_\_\_\_

Address

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Unit      Civic Number      Street Name      City      Prov      Postal Code

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Method of Contact: (Circle One)  **POSTAL MAIL**  **EMAIL**

**KEY CONTACT** Name: \_\_\_\_\_ Role: \_\_\_\_\_

Address

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Unit      Civic Number      Street Name      City      Prov      Postal Code

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_



**SECTION 4: BUSINESS OPERATING INFORMATION**

Business Legal Name: \_\_\_\_\_

Business Operating As Name: \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ Business Fax: (\_\_\_\_) \_\_\_\_\_

Business Email: \_\_\_\_\_

Select One:                RESIDENT    NON-RESIDENT

- Commercial Location
- Home Based Business
- Home Occupation
- Day Home
- Markets/ Tradeshows
- Goods under \$1000.00 per unit
- Goods over \$1000.00 per unit
- Contract Services offered
- Tradeshow

- Exempt from fee  
Reason for Fee Exemption (proof may be required): \_\_\_\_\_

\*Name of Market/Tradeshow: \_\_\_\_\_

Date of Market/Tradeshow: \_\_\_\_\_

Business Industry: \_\_\_\_\_

Business Category: \_\_\_\_\_

<b># of Employees</b> <input type="text"/>	<b>Business Open Date</b> <input type="text"/> <input type="text"/>	<b>Business Registration Identificat</b> <input type="text"/>
<b>Provincial License #</b> <input type="text"/>	<b>Provincial License Expiry Date</b> <input type="text"/> <input type="text"/>	<b>Agency Business License #</b> <input type="text"/>
<b>Development Permit #</b> <input type="text"/>	<b>Approved by Fire Inspection</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Health Permit</b> <input type="radio"/> Yes <input type="radio"/> No

Name (Please Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_



**SECTION 5: Certificate Information** (if applicable)

Please provide the certification number that permits you to operate as a certified professional in the Province of Alberta. (E.G. plumbing and gas Journeyman certificate number, Electrical Masters Certification, etc.). If business owner is not a Master Electrician, authorization from the Master Electrician is required. *Note: proof of certification may also be required.*

Certified Profession: \_\_\_\_\_ Certification Number: \_\_\_\_\_

Certificate Holder Name: \_\_\_\_\_ Expiration date: \_\_\_\_\_ (if applicable)

**SECTION 6: Required Supporting Documents** (please check the documents you are submitting)

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| <ul style="list-style-type: none"><li>○ Alberta Gaming and Liquor Commission (<b>AGLC</b>)</li><li>○ Alberta Health Services Certificate</li><li>○ Alberta Motor Vehicle Industry Council (<b>AMVIC</b>)</li><li>○ Approved Development Permit</li><li>○ Certificate of Title</li><li>○ Fire Inspection Report</li><li>○ Lease Agreement</li><li>○ Letter of Authorization</li><li>○ Home Occupation Declaration Form</li></ul> | <ul style="list-style-type: none"><li>○ Non-profit registration</li><li>○ Occupancy Certificate</li><li>○ Provincial Certification</li><li>○ RCMP Clearance</li><li>○ Taxi License Number</li><li>○ The Association of Professional Engineers and Geoscientists of Alberta (<b>APEGA</b>)</li><li>○ Trade Certification Number</li></ul> |
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**A non-refundable license fee is required before an application can be processed**

**VISA, MasterCard, Debit, Cheque or Cash payments are accepted.**

**Section 7: Payment Information**

Credit Card # \_\_\_\_\_

Expiry Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Name (Please Print) \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Receipt # \_\_\_\_\_