

## BUSINESS LICENSE APPLICATION

Completion of this form does not guarantee approval of a business license. Business shall not commence prior to a license being issued. Additional permits (e.g. building, development, home occupation, etc.) may also be required.

Contact Alberta Government Services at 310-0000 then 780-422-1335 (Licensing Unit) or [www.servicealberta.ca](http://www.servicealberta.ca) to determine if a Provincial license is required for the proposed business. Inspection by a health inspector may also be required; contact the Community Health Centre at 624-7500.

### BUSINESS INFORMATION

**PLEASE PRINT**

Operating Name: \_\_\_\_\_

Legal or Registered Name (if applicable): \_\_\_\_\_

Alberta Provincial License (if applicable): \_\_\_\_\_

Physical Location of Business: \_\_\_\_\_

Business Phone No.: \_\_\_\_\_ Business Fax No.: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

\_\_\_\_\_

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

If home occupation, indicate if business will be:  Primary Income  Secondary Income  Public Listing

Please check public listing box if you wish to release your business details with regular business license listings.

### BILLING / MAILING ADDRESS

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No. (if different than above): \_\_\_\_\_ Fax No. (if different than above): \_\_\_\_\_

### BUSINESS OWNER

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### PROPERTY OWNER (if different from Business Owner)

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

*The Town does not accept responsibility for businesses located on rental premises that do not have the approval of the property owner.*

### APPLICANT

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

License fees apply to the calendar year January 1 to December 31. **All licenses, with the exception of day licenses, are automatically renewed and invoiced at the beginning of each year**, unless written notice is received indicating that business has ceased operation as of December 31 of the previous year. Notice must be received within the first thirty (30) days.

**The Licensee must notify the Town immediately of any changes to the information listed above.** The Town reserves the right to request that changes be submitted in writing. Transfers of licenses are subject to a transfer fee. Changes in the physical location of a business may require submission of new development or home occupation permits.

Please refer to the Business Licensing Bylaw No. 1776, and any amendments thereto for additional requirements.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Applicant must be authorized to sign on behalf of the Licensee.*

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)**

*Section 40(1)(bb.1) of the Freedom of Information and Protection of Privacy Act allows a public body to disclose business contact information. The Town of Peace River may disclose the business contact information listed to the public. If you have any questions, please contact the Town's FOIP Information Officer at 624-2574.*

**OFFICE USE ONLY**

New Business       Transfer of Business      License No.: \_\_\_\_\_

Customer ID: \_\_\_\_\_

Tax Roll: \_\_\_\_\_ Development Permit No.: \_\_\_\_\_

License Fee:       Full Year       Half Year       Other (specify): \_\_\_\_\_

If Home Business:       Primary Income       Secondary Income

License Type:       Resident       Regional       Non-Resident

License Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Additional Information/Requirements: \_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_