

**RESIDENT BUSINESS LICENSE APPLICATION**

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

Customer Code: \_\_\_\_\_

License #: \_\_\_\_\_

**BUSINESS INFORMATION:**

New     Change of Information     Reactivate Inactive License

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

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

Name of Applicant: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Manager Name: \_\_\_\_\_ Manager Contact Number: \_\_\_\_\_

Please list the products and services that this business offers  
\_\_\_\_\_  
\_\_\_\_\_

Home Based Business Approved Development Permit #: \_\_\_\_\_

\*Development Permit approval is needed prior to obtaining a Business License for any Home Based Business

# of f/t employees @ this business \_\_\_\_\_ # of p/t employees @ this business \_\_\_\_\_

What is the business classification (type of business): \_\_\_\_\_

What date will the business begin operating within the Town: \_\_\_\_\_

Is this business registered through the Provincial Registrars Office:  Yes  No

Does this business do door to door sales:  Yes  No  
If yes, a copy of the Alberta Direct Sellers License is required.

Does this business have Alberta Health Services (AHS) Approval:  Yes  No  
If applicable, a copy of the AHS Approval is required.

Does this business have Alberta Gaming & Liquor Commission (AGLC) Approval:  Yes  No  
If applicable, a copy of the AGLC Approval is required.

**Note:** Prior to issuance of a Business License and where applicable, compliance with any/all conditions and/or requirements of any permit approvals shall occur. You are not authorized to operate your business until you have obtained your approved Business License. The granting of this Business License shall in no way relieve the owner from complying with the requirements of the Town of Blackfalds current Business License Bylaw or any other Bylaws of the Town of Blackfalds, or other Provincial or Federal Statutes or Regulations in force.

**\*Any renovations or signage requirements for this use may require a separate permit application.**

**FOIP Notification Statement:** Personal information on this form is collected under the authority of S.33 (c) of the Freedom of Information & Protection of Privacy Act (FOIP) and will be used for the sole purpose of business licensing. The Town may request input from Town employees, Alberta Health Services, Blackfalds RCMP &/or Alberta Gaming & Liquor Commission to properly assess this application or determine appropriate conditions if any for this license. Written consent is required for these purposes and will allow the Town to disclose information provided in this application to the named entities, pursuant to S.40(1)(d) of the FOIP Act. Personal information will be protected from unauthorized access, collection, use, and disclosure in accordance with FOIP, and may be reviewed and corrected upon request. Questions regarding the collection, use and disclosure of this information may be directed to the Records Management & FOIP Coordinator, Box 220, 5018 Waghorn St., Blackfalds AB, T0M 0J0; 403.885.6370; [foip@blackfalds.com](mailto:foip@blackfalds.com)



**BUSINESS OWNER INFORMATION:**

First name \_\_\_\_\_ Last name \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check this box if you do not wish to have your business contact information included in business listings compiled by the Town of Blackfalds for economic development purposes.

I hereby certify all information with this application is true and correct and that any misleading information may result in the refusal or revocation of such business license.

I certify that I will abide by all regulations after I have received my Business License, knowing that failure to comply may result in penalties or revocation of license.

**RESIDENT LICENSE CATGEGORIES AND FEES:**

<b>Business License Transfer</b>	<b>\$36.30</b>
<b>Daily Rate</b>	<b>\$60.50</b>
<b>Residential Business: Direct Seller</b>	<b>\$110.00</b>
<b>Home-Based Business</b>	<b>\$110.00</b>
<b>Sub Contractor: resident</b>	<b>\$133.10</b>
<b>Residential Business: Commercial / Retail or Industrial</b>	<b>\$133.10</b>
<b>Public Market</b>	<b>\$133.10</b>
<b>Trade Show: resident</b>	<b>\$133.10 (per event)</b>
<b>General Contractor: resident</b>	<b>\$199.65</b>

NOTE: above prices **include** a 10% Economic Development Initiative Fee that is charged to assist with specific projects aimed at enhancing economic development in the Town of Blackfalds.

<b>FOR OFFICE USE ONLY</b>	
Receipt #:	Pro Rated (after September 1): <input type="checkbox"/> Yes <input type="checkbox"/> No
Issue Date:	Issued By:

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