



PART I - APPLICANT INFORMATION

APPLICANT NAME:	TELEPHONE:	
APPLICANT EMAIL ADDRESS:	CELL:	
APPLICANT MAILING ADDRESS (including Postal Code):		
LEGAL BUSINESS NAME:	TELEPHONE:	
BUSINESS EMAIL ADDRESS:	FAX:	
BUSINESS MAILING ADDRESS (including Postal Code):		
BUSINESS DESCRIPTION:		
TYPE OF BUSINESS LICENSE (please check one):		
<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary (Complete Section A)	<input type="checkbox"/> Non-Resident (Non-Local)
<input type="checkbox"/> Resident (Local)	<input type="checkbox"/> Home-Based (Complete Section B)	<input type="checkbox"/> General Contractor

PART II – LAND INFORMATION

BUSINESS LOCATION (MUNICIPAL ADDRESS):			CURRENT LAND USE ZONING:
LOT:	BLOCK:	PLAN:	LEGAL LAND DESCRIPTION:

PART III - PROJECT INFORMATION (SECTION A)

START DATE:	END DATE:	PURPOSE OF BUSINESS:
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PART III - PROJECT INFORMATION (SECTION B)

Is there already a Home-Based Business at this address?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Do you expect client traffic to the site? If YES, how many trips per day? _____	<input type="checkbox"/> No <input type="checkbox"/> Yes
Do you expect deliveries to the site? If YES, how many trips per day? _____	<input type="checkbox"/> No <input type="checkbox"/> Yes	Do you have employees who are not residents of the site? If YES, how many non-resident employees? _____	<input type="checkbox"/> No <input type="checkbox"/> Yes
Do you plan to advertise the business on the site (i.e. sign)?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Will you require outside storage? If YES, will the storage be located in a shed or yard? _____	<input type="checkbox"/> No <input type="checkbox"/> Yes
Do you plan to do direct sale of goods from the site?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Do you have a licensed commercial vehicle with advertising on the site?	<input type="checkbox"/> No <input type="checkbox"/> Yes

BY ENDORSING THIS APPLICATION, THE APPLICANT CONFIRMS THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS ACCURATE TO THE BEST OF THEIR KNOWLEDGE AND THAT ALL INFORMATION FOR A DECISION HAS BEEN PROVIDED. THE APPLICANT WILL ALSO CONFIRM THAT THEY ARE AWARE THAT A PERMIT MAY BE REVOKED AT ANY TIME, IN THE OPINION OF THE DEVELOPMENT AUTHORITY, THE OPERATOR OF A HOME OCCUPATION HAS VIOLATED ANY PROVISIONS OF THIS BY LAW OR THE CONDITIONS OF A PERMIT.

Signature of Applicant

Date

The personal information requested on this form is being collected in order to process your application and is governed by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions with respect to the collection or release of this information, please contact the Town of Penhold FOIP Coordinator at 403-886-4567.

FOR OFFICE USE ONLY

DATE PAYMENT RECEIVED:	AMOUNT PAID:	RECEIPT NUMBER:	ROLL NUMBER:
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APPLICATION FOR A BUSINESS LICENSE

1. An applicant shall make an application to the License Inspector, in the form and manner prescribed by the License Inspector, and shall provide such information as is required by the License Inspector, including, but not limited to;
 - (a) name of the owner of the business; .
 - (b) name of the operator of the business;
 - (c) name, address and telephone numbers of the applicant;
 - (d) a description of the business;
 - (e) the location of the business;
 - (f) the name of the business; and
 - (g) any required Municipal or Provincial approvals.
2. Full payment of all fees required by the Business License Bylaw shall accompany each application for a business license.
3. An applicant for a business regulated by the Licensing of Trades and Businesses Act shall provide evidence, satisfactory to the License Inspector, that the applicant is a holder of a license issued pursuant to the Trades and Businesses Act in respect to that business.
4. Where a business changes ownership, changes the form of its business, or changes the name of its business, an application shall be made as required by Section 5(1) of the Business License Bylaw, accompanied by the associated business license fee.
5. The License Inspector shall provide, by advertisement and written notice mailed to all current license holders, notice to apply for a license for the next license year. Such advertisement and notice shall be provided on or following December of each license year.
6. Where an application is to renew an existing business license for the following license year, it shall be considered as an application required under this Part, except that the business shall not be considered as operating without a license provided that an application is received on or before January 31st of the license year.
7. Where a business subject to licensing is carried on or is intended to be carried on in more than one location within the Town of Penhold, a license shall be required in respect of each location as though the business carried on were a separate business.
8. All General Contractors are required to submit a list of their sub-contractors to the Town when applying for a Building Permit. General Contractors will pay fee as set out in Schedule "A" of the Business License Bylaw regardless of resident status.

LAND USE AND DEVELOPMENT CONTROL

1. The issuance of business license under this bylaw does not constitute development approval under the Town's Land Use bylaws. The holder of an existing business license or an applicant for a business license is responsible for obtaining such development approval as may be necessary. Where such approval cannot be obtained, the License Inspector shall forthwith cancel any existing license and refuse any applications for license.

DUTIES OF THE LICENSE INSPECTOR

1. The License Inspector shall:
 - (a) administer and enforce the requirements of this Bylaw;
 - (b) collect all fees required by this Bylaw and credit such fees to an account of the Town of Penhold;
 - (c) provide reports and advise Council on business licensing, in such manner and at such times as Council may require.
2. The License Inspector may conduct investigations with regard to applications for a business license where necessary.
3. The License Inspector may conduct inspections of any business to ascertain that the business complies with the requirements of this Bylaw.
4. Every person carrying on or engaged in any business is required by the Act, on the request of the License Inspector, to give to the License Inspector all information necessary to enable him to carry out his duties.

General Business License Fees

Resident	\$ 50.00
Non-Resident	\$ 100.00

Specific Classification Business License Fees

General Contractor with 8 sub-trades and subcontractors	\$ 600.00
Non-Resident Single Contractor (less than 7 day contract/ project duration)	\$ 33.00
Non-Resident Single Contractor (less than 3 month contract/ project duration)	\$ 50.00
Non-Resident Temporary License (7 days or less)	\$ 33.00
Seasonal License	½ the fee

Other Charges

Notice of Change Fee	\$ 25.00
Request for Appeal	\$ 50.00
Administrative Costs	\$ 10.00