



BUSINESS LICENSE APPLICATION

APPLICATION DATE:

Year	Month	Day
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DEVELOPMENT PERMIT NUMBER:

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➤ IS THIS BUSINESS A NEW APPLICATION CHANGE OF INFORMATION EXISTING/RENEWAL

NAME OF APPLICANT:		ARE YOU THE OWNER OF THE PROPERTY? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>itten permission of the property owner is required to be submitted with this application.</i>	
MAILING ADDRESS: <i>(including postal code):</i>			
EMAIL:		TELEPHONE:	ALTERNATE:
REGISTERED NAME OF BUSINESS/COMPANY:		OPERATING BUSINESS NAME: <i>(if different than registered)</i>	
BUSINESS MAILING ADDRESS: <i>(including postal code)</i>			
BUSINESS EMAIL:		TELEPHONE:	ALTERNATE:
WEBSITE ADDRESS:			
DESCRIPTION OF PROPOSED BUSINESS OPERATION:			
TYPE OF BUSINESS: <i>(check all that apply)</i>			
<input type="checkbox"/> LOCAL RESIDENT	<input type="checkbox"/> HOMEBASED	<input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> SUB-CONTRACT
<input type="checkbox"/> NON-RESIDENT	<input type="checkbox"/> SEASONAL *	<input type="checkbox"/> TEMPORARY *	
* Complete Part I & Part II			

PART I – BUSINESS LOCATION

CIVIC ADDRESS:	LOT:	BLOCK:	PLAN:
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PART II – BUSINESS OPERATION INFORMATION

START DATE:	END DATE:	PURPOSE OF BUSINESS:
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PART III - BUSINESS QUESTIONNAIRE

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, IF IN THE OPINION OF THE DEVELOPMENT AUTHORITY, THE OPERATOR OF A HOME OCCUPATION HAS VIOLATED ANY PROVISIONS OF THIS BYLAW 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:	DP 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. 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.
6. 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.
7. 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.
8. A Development Permit and applicable fees may also be required for the business.

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.

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