



# BUSINESS LICENCE APPLICATION

- WHAT TYPE OF BUSINESS ARE YOU APPLYING FOR?  COMMERCIAL  PRIVATE RESIDENTIAL (HBB)  
 TEMPORARY (3 Months or Less) (List Dates) \_\_\_\_\_
- THIS IS A:  NEW APPLICATION  EXISTING  CHANGE OF INFORMATION or TRANSFER OF BUSINESS  
**If this is a change of information, what information has changed?** \_\_\_\_\_
- ARE YOU THE:  PROPOERTY OWNER  TENANT  
 (Written permission of the property owner is required to be submitted with this application, home-based only)
- I acknowledge the information provided as part of this application may be used in an Online Business Directory \_\_\_\_\_  
 \*\*To opt out of the Directory, please email [development@townofpenhold.ca](mailto:development@townofpenhold.ca). **INITIAL**

CONTACT NAME:		
MAILING ADDRESS: (including postal code):		
EMAIL:	PHONE #:	
BUSINESS NAME:		
DESCRIPTION OF BUSINESS:	HOURS OF OPERATION:	NUMBER OF EMPLOYEES:
BUSINESS START DATE:	BUSINESS WEBSITE:	
BUSINESS ADDRESS:	BUSINESS PHONE #:	
TYPE OF BUSINESS: (check all that apply)		
<input type="checkbox"/> LOCAL RESIDENT <input type="checkbox"/> NON-RESIDENT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> SUB-CONTRACT <input type="checkbox"/> *TEMPORARY/SEASONAL <input type="checkbox"/> HOME BASED <b>MINOR</b> (no customers to the home) <input type="checkbox"/> HOME BASED <b>MAJOR</b> (customers to the home)		
*Temporary/Seasonal*- what is the start date & end date? _____		

<b>HOME BASED BUSINESS (MINOR/MAJOR) INFORMATION:</b>		
➤ Will customers be coming to the residence? <i>(if YES, this is a MAJOR Home Base Business &amp; a Development Permit is required for the approval)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ Do you expect deliveries to the site? If YES, how many trips per day? _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ Do you have a Licenced commercial vehicle with advertising on the site?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

I acknowledge that the information in this application is correct to the best of my knowledge. I verify that I am at least 18 years old or have an agent at least 18 years of age sign/authorize on my behalf. I acknowledge the granting of this Licence shall in no way relieve the owner from complying with the requirements of the Town of Penhold *Business Licence Bylaw* or any other Bylaws of the Town of Penhold, or other Provincial or Federal Statues or Regulations in force. I certify that I will abide by all regulations after approval of a Business Licence and confirms that failure to comply may result in penalties or revocation of Licence.

\_\_\_\_\_  
 Applicant Signature \_\_\_\_\_  
 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.

<b>Office Use Only:</b>						
APPLICATION DATE:	RECEIVED BY:	APPLICATION FEE:	ROLL NUMBER:	ZONING:	BL CLIENT CODE:	BL NUMBER:



# BUSINESS LICENCE APPLICATION

## BUSINESS LICENCE REGULATIONS

Applications for home based businesses are subject to the following regulations as per the Town’s Land Use Bylaw 757/18 (S. 4.2-4.5):

### General Provisions for a Home Based Business (Minor & Major):

1. Home Based Businesses are intended to permit the incidental use of a dwelling for purposes related to the operation of a business, provided that the business use does not interfere or detract from the quiet, peace and enjoyment of a residential neighbourhood and does not cause excessive vehicular or pedestrian traffic.
2. In determining if a particular business can be carried on as a Home Based Business the Development Authority may refuse to consider a particular business as a home based business or refuse to approve a proposed home based business if, in the opinion of the Development Authority the proposed business use would be more appropriately located in a commercial or industrial district having regard for the overall compatibility of the business use with the residential character of the area.
3. No person shall operate or permit or allow the operation of a Home Based Business without a Development Permit and an annual Business License issued by the Town of Penhold. A permit may be revoked at any time if, in the opinion of the Development Authority, the operator of the home based business has violated any provisions of this Bylaw or the conditions of a permit or if a valid business license is not in place or the Home Based Business is or has become detrimental to the amenities of the neighbourhood.
4. A development permit for a Home Based Business shall only be valid for the address identified in the permit and is not transferable to a new address.
5. Only one (1) Home Based Business may be operated per dwelling unit unless otherwise approved by the Development Authority.
6. All Home Based Businesses shall be incidental and subordinate to the principal residential use of the dwelling and/or accessory building.
7. Home Based Businesses shall not create nuisance by way of dust, noise, odor, smoke, parking, traffic generation, electrical interruption, bright light or anything objectionable in nature which is detectable to normal sensory perception outside the building containing the Home Based Business or beyond the parcel boundaries;
8. Home Based Businesses shall not involve activities that use or store dangerous or hazardous materials.
9. A Home Based Business does not exempt the applicant from compliance with any federal or provincial regulation, or any other municipal bylaw or regulation.

### Land Use & Development Approval:

1. The issuance of Business Licence under this bylaw does not constitute development approval under the Town's Land Use Bylaws. The holder of an existing business Licence or applicant for the business Licence is responsible for obtaining such development approval as may be necessary. Where such approval cannot be obtained, the Development Authority may cancel any existing Licence and refuse any applications for Licence.

### General Business Licence Fees:

Resident	\$ 50.00
Non-Resident	\$ 100.00

### Specific Classification Business Licence 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 Licence (7 days or less)	\$ 33.00
Seasonal Licence	½ the fee

### Other Fees:

Administration Fee	\$ 20.00
Notice of Change Fee	\$ 25.00
Request for Appeal	\$ 50.00