



Box 600  
 Crowsnest Pass, Alberta T0K 0E0  
 Phone: 403-562-8833  
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\*Office Use Only\*  
 (Paid or Received)

Cheque     Cash     Debit

## Business License Application Form

APPLICATION MUST BE COMPLETED ENTIRELY BEFORE A BUSINESS LICENSE WILL BE PROCESSED

<input type="checkbox"/> New Application—Resident	<input type="checkbox"/> New Application—Non-Resident	<input type="checkbox"/> One Day or Special License
<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Transfer of License or Change of Information (attach separate sheet)	

Owner Information		Business Information	
		*This information will appear in the business directory of the Municipal website	
Interest of applicant if not property owner:		Property Owner's Authorization attached <input type="checkbox"/>	
Name:		Business Name:	
Civic Address Of applicant:		Civic Address of Business:	
City:		City:	
Postal Box & Code:		Postal Box & Code:	
Phone:		Phone:	
Alt. Phone:		*Category:	
		<small>*Please choose from category list</small>	
Email:		Business Email:	

Anticipated Opening Date of Business: \_\_\_\_\_ Area to be Occupied (ft<sup>2</sup> or m<sup>2</sup>) \_\_\_\_\_

### Details of Business Operations

<b>Full Business Description:</b>  <small>(This includes nature of business, # of employees, hours of operation (attach separate page if necessary))</small>	
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<b>Temporary License Approval</b>  <small>*Office use only*</small>	<p style="text-align: center;"><b>Temporary Business License</b></p> <p>I/we understand and agree that:</p> <ul style="list-style-type: none"> <li>The issuance of a temporary Business License is at the discretion of the Business License Inspector. This license is not valid unless there is a signature of the Business License Inspector below, approved stamp to the left, and a received stamp above.</li> <li>A temporary license is only valid for 30 days from the date of approval.</li> <li>This issuance of a temporary license does not constitute approval of a permanent license. In accordance with Bylaw 842, 2012, the Business License Inspector may cancel a temporary license at any time</li> </ul> <p>Signature of Business License Inspector _____</p>
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*The personal information on this form is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act Section 33(c) for the purpose of issuing Business licenses, Development Permits, Bylaw Enforcement, and property assessment values. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about the collection of this information, contact the FOIP Coordinator for the Municipality of Crowsnest Pass at 403-562-8833.*

## BUSINESS DECLARATION

I/we hereby apply for a Business License under the provisions of the Municipality of Crowsnest Pass Business License Bylaw 842, 2012. I/we understand that the intent of this Bylaw is to regulate and license all business carried on within the boundaries of the Municipality. The issuance of a business license does not relieve the license holder of responsibility of complying with all other relevant municipal bylaws and requirements. **Pre-Payment of a business license application does not constitute approval of a business license.**

I confirm the information provided in this application is true, and accurate, to the best of my knowledge.

Signature of Applicant \_\_\_\_\_

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

Please note: All businesses must conform to the Municipality of Crowsnest Pass Land Use Bylaw, other applicable bylaws, Fire Codes and Health Regulations. At any time, the applicant may be required to submit proof of any license, permit, certificate, or other relevant piece of information.

The check list below may be used by the applicant to assist them in ensuring that required licenses, permits, certificates, or other relevant pieces of information are in place. **It is the responsibility of the Applicant to ensure all relevant Provincial and Federal licenses, permits, certificates, or other relevant pieces of information are in place before the business opens to the public.**

In the future, the Municipality of Crowsnest Pass may require the applicant to submit proof of any item listed below, or any other piece of information it deems necessary, to ensure compliance with Municipal Bylaws:

- |  |  |
|--|--|
| <input type="checkbox"/> Government of Alberta License – Provincial License # _____ Expiry Date: _____ |  |
| <input type="checkbox"/> Alberta Health Services Permit  | <input type="checkbox"/> Alberta Liquor and Gaming Commission Approval |
| <input type="checkbox"/> Proof of Insurance  | <input type="checkbox"/> AMVIC License                                 |
| <input type="checkbox"/> Trade Certificate   | <input type="checkbox"/> RCMP Approval                                 |
| <input type="checkbox"/> Fire Chief Approval   | <input type="checkbox"/> Employee list                                 |

### *Office Use Only*

Current/New Customer ID \_\_\_\_\_

Development Permit Number: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

Approved  Refused – reason refused \_\_\_\_\_

Yearly Fee \_\_\_\_\_ Special Fee \_\_\_\_\_ Other \_\_\_\_\_

Tax Roll # (if applicable) \_\_\_\_\_

Date of License Approval \_\_\_\_\_

Signature of Licensing Officer \_\_\_\_\_



## MUNICIPALITY OF CROWSNEST PASS BUSINESS LICENSE CATEGORIES

ACCOMODATIONS	FUEL/SERVICE STATION
ACCOUNTING/FINANCIAL SERVICES	HEALTH/FITNESS/RECREATION
ANIMAL CARE	HOME CARE/SECURITY
APPLIANCE SALES/SERVICE	LANDSCAPING/YARD CARE/GREENHOUSE
AUTOMOTIVE	MUSIC INSTRUCTION/SALES
CHILD CARE/NURSERY SCHOOL	NATURAL RESOURCE MANAGEMENT
CLEANING SERVICES	PERSONAL SERVICES
COMMUNICATIONS/MEDIA/PRINTING	PHOTOGRAPHY/ART STUDIO/FRAMING
COMPUTER/TECHNICAL SERVICES	PHARMACY
CONSIGNMENT/SECOND HAND SALES/MARKET	PROPERTY MGMT/REAL ESTATE
CONSULTING/PROFESSIONAL SERVICES	RETAIL - NO PREMISES
CONTRACTOR - ELECTRICAL	RETAIL - PREMISES
CONTRACTOR - EXCAVATION/SNOW REMOVAL	SPECIALTY PRODUCTS/SERVICES
CONTRACTOR - GENERAL CONSTRUCTION	SPORTS EQUIPMENT SALES/SERVICE
CONTRACTOR - HANDYMAN SERVICES	STORAGE
CONTRACTOR - PLUMBING & HEATING	THERAPY/SUPPORT SERVICES
CONTRACTOR - WELDING/MACHINING	TOURISM & EVENT PLANNING
DRY CLEANING/LINEN/TAILORING	TRANSPORTATION/DELIVERY/TAXI SERVICE
EDUCATION/TUTOR/INSTRUCTOR	UTILITY DISTRIBUTOR/RETAILER
ENTERTAINMENT/BAR/THEATRE	WASTE MGMT/RECYCLING SERVICES
EQUIPMENT RENTAL/SALES	WATER SERVICES
FIREWOOD DELIVERY	WOODWORKING/CABINETRY
FOOD & BEVERAGE SALES/SERVICE	

\*Please choose ONE business category and include on the business license application