

Commercial Occupancy Permit Application

CO Permit #
Roll #
Customer ID#
Date:

Applicant Information

Business Owner Name:		
Business Name:		
Mailing Address:	Town/City:	Postal Code:
Phone:	Alt. Phone:	
Email:		
Registered Land Owner:		Phone:
Mailing Address:	Town/City:	Postal Code:

Affected Property

Civic Address:				
Legal Description:	Lot:	Block:	Plan:	Zoning:
Will building alterations occur?	Yes <input type="checkbox"/> (if yes, submit details and sketch)		<input type="checkbox"/> Attached	No <input type="checkbox"/>

Business Operations

Describe nature of business or activity:		
Hours of operation:		
Describe equipment to be used in business:		
Number of Employees:	Full time:	Part Time:
Have you applied for a Business Licence in the Town of Turner Valley? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Turner Valley Business Licence Number:		

Information

Upon receipt of the completed Application, the application fee, and any required supporting material; the Development Authority has up to 40 days to process the Application, during which time the Development Authority may refer to other agencies and may exercise their discretion to either approve or refuse the Application. Note: This is not a Building Permit nor does the Application cover other discipline permits. Appropriate permits must be obtained separately prior to commencing any renovation or new construction. *Personal information will be used in accordance with the Freedom of Information and Protection of Privacy Act (FOIP).* The Application, supporting documents, and payment must be submitted in hard copy to the Municipal Office located at 514 Windsor Avenue, NW Turner Valley.

Note: Once the Application for Commercial Occupancy is approved, a Move-In Notification form must be filled out to initialize Town utilities and services.

Fee	
The fee for a Commercial Occupancy Permit is \$200, plus any fees associated with Building or Development Permits, if required.	
Registered Owner Agreement (to be completed if applicant is not the registered owner)	
Registered Owner Declaration: I hereby certify that I am the Registered Owner of the property described herein and authorize the use of the land as set out in the Application.	
Registered Owner Name:	Date:
Registered Owner Signature:	
Right of Entry	
In accordance with the Municipal Government Act, I hereby authorize the Designated Officers of the Town of Turner Valley to enter upon the land for the purpose of conducting a site inspection in connection with my Commercial Occupancy Permit Application.	
Registered Owner's Signature:	Date:
Applicant Signature:	Date:
Agreement	
Applicant Declaration: I/We hereby make application for a Commercial Occupancy Permit under the provisions of the Land Use Bylaw 03-869 in accordance with the plans and supporting information submitted herewith which form a part of the Application. I hereby declare I am the Applicant and guarantee for the Town of Turner Valley that the information contained in the Application, and supporting documentation submitted with the Application, is true and correct. Further, I confirm that I have read the Land Use Bylaw. I am fully aware that the Commercial Occupancy Permit, if issued, is subject to revocation if I default in adhering to any condition issued with the Permit or the Commercial Occupancy Policy as defined in the Land Use Bylaw.	
Applicant Name:	Date:
Applicant Signature:	
Application Status	
Decision Date:	Notice Date (if applicable):
Approved subject to conditions <input type="checkbox"/>	Refused (see attached) <input type="checkbox"/>
Development Permit Issuance Date:	
Designated Officer:	

Fee \$
Receipt #
Date Paid: