

Business Licence Application

Business Licence #
Application Date:

A valid business licence is required to operate a business within the Town of Turner Valley. This licence is also valid for business operations within the Town of Black Diamond. Business licences expire on December 31st of each calendar year. If you are applying for an annual, semi-annual, monthly or weekly licence, a renewal notice will automatically be mailed to you at the end of each calendar year, unless you notify us otherwise. The application, supporting documents and payment must be submitted in hard copy to the municipal office located at 514 Windsor Avenue NW.

Business Information

Business Name, Company Name and/or Trade Name (operating as):

Registered or Corporation Name (i.e. 12345678 AB Ltd.):

Physical Location of Business (street address):

Primary Contact/Owner Name:

Position / Title:

Phone Number:

Email:

Secondary Contact Name:

Secondary Contact Phone:

Mailing Address (if different than above):

Business Phone Number:

Business Email:

Business Fax Number:

Business Website:

Description of Business:

Business Operations

Resident

(physical location of business is within Town limits):

Non-Resident

(physical location of business is outside of Town limits):

Permit Duration: One Week One Month Six Months Annual

Start Date of Operation in Town:

End Date of Permit:

CRA Business Number (if registered):

Number of Employees Full-time: Part-time:

Home Occupation Permit # (if applicable): Minor Home Occupation Major Home Occupation

Complete below if physical address is within town limits:

Number of on-site parking stalls Staff: Customers: Area to be occupied (sq. ft.):

Business Directory Listing

The Town of Turner Valley maintains a Business Directory on www.turnervalley.ca. All businesses operating in town have the opportunity to showcase their goods and services in the Business Directory. You can also email us a photo of your business to boost your profile for free.

I would like my business to appear in the Turner Valley online business directory at www.turnervalley.ca: Yes No

If you checked Yes, please supply a description of your business for promotional purposes in (max. 50 words):

I will email admin@turnervalley.ca a photo of my business to be featured in the directory: Yes No

Prerequisites (as applicable)	
Proof of the following may be required for business licence approval:	
Alberta Health Services – Environmental Public Health Inspection (Required for child care centers, personal services, rental housing, and restaurants). For more information contact 403.943.2296 or visit: www.ahs.ca/eph	Proof of inspection required: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Proof of inspection submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire Inspection (food services, restaurants hazardous materials, etc.) As the owner, manager, lease holder of a commercial or home-based business, you are required to follow the Alberta Fire Code regulation for fire and life safety. For more information contact 403.933.5553	Proof of inspection required: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Proof of inspection submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>
Development Permit (Required for change in use, major business, discretionary land use, etc.) For more information contact 403.933.4944	Development permit required: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Development permit #:
Email Consent	
I would like to receive occasional emails with information on local events and opportunities for businesses: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business Declaration	
<p>I hereby make application for a business licence under the provisions of the Town of Turner Valley Bylaw No. 08-938, as amended to provide for the regulation and licensing of all businesses operating within the Town of Turner Valley. Payment of a business licence does not constitute approval of the business licence. The issuance of a business licence by the Town of Turner Valley does not relieve the licence holder of the responsibility to comply with all other relevant municipal bylaws and requirements, nor does it excuse violation of any regulation or act which may affect this licence. The information contained in this form is being collected under the Freedom of Information and Protection of Privacy (FOIPP) Act for the purpose of processing your business licence. If you have any concerns or questions regarding FOIPP, please contact the FOIPP coordinator at admin@turnervalley.ca or 403.933.4944.</p> <p>I confirm the information provided is true and accurate to the best of my knowledge.</p>	
Owner / Authorized Representative (print):	
Signature:	Date:

For Town Office Use Only	
Roll #:	Fee Paid: Pro-rated Fee:
Land Use Classification:	Permitted Use: <input type="checkbox"/> Discretionary Use: <input type="checkbox"/>
Approved: <input type="checkbox"/> Refused: <input type="checkbox"/> Reason(s) for Refusal:	
Signature of Licensing Officer:	Date Licence Approved:

2018 Business Licence Fees		
	<u>Resident</u>	<u>Non-Resident</u>
One Week	\$ 15.00	\$ 30.00
One Month	\$ 30.00	\$ 60.00
Six Months	\$ 100.00	\$ 125.00
Annual	\$ 150.00	\$ 250.00

Receipt #:
Date Paid:
Date Entered:
Date Issued:
Directory Updated: