



# Business License Application

## Business License Bylaw 780-2016

Business Legal Name: \_\_\_\_\_

Business Operating Name: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

### Business Location

Civic Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

**Applicant** \_\_\_\_\_

Address: \_\_\_\_\_ Phone 1: \_\_\_\_\_

\_\_\_\_\_ Phone 2: \_\_\_\_\_

City/Town \_\_\_\_\_ Fax: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

GST Number \_\_\_\_\_

**Property Owner if different than the applicant:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone 1: \_\_\_\_\_

\_\_\_\_\_ Phone 2: \_\_\_\_\_

City/Town \_\_\_\_\_ Fax: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

### Administrative Use Only

License No. \_\_\_\_\_ License Fee: \_\_\_\_\_

Type: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_



## BUSINESS INFORMATION FORM

Business Legal Name \_\_\_\_\_

Business Operating Name \_\_\_\_\_

Manager or Contact Person \_\_\_\_\_

Website Address (Optional) \_\_\_\_\_

**Detailed description of your business and the service(s) you will provide** (this will help us to better categorize your business in the Town's Business Directory):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Days and hours of operation: \_\_\_\_\_

How will you advertise your business? (Signs, Internet, Yellow Pages, Newspaper, etc):

\_\_\_\_\_  
\_\_\_\_\_

If you will be using any signage to identify or advertise your business, please describe the signs you propose to use (Note: a separate Development Permit may be required for the sign):

\_\_\_\_\_  
\_\_\_\_\_

Number of on-site employees: \_\_\_\_\_

Number of vehicles associated with the business that will visit the property on a weekly basis:

Number less than 1 ton (vans, pickup trucks) \_\_\_\_\_

Number between 1 ton and 5 tons (cube vans, flat decks etc.) \_\_\_\_\_

Number larger than 5 tons (semi-trailers, b-trains, dump trucks) \_\_\_\_\_

Cont'd.



## BUSINESS INFORMATION FORM (cont'd)

Describe in detail the goods or equipment to be stored outside (and indicate storage location on a site plan):

---

---

---

---

Height of structures/equipment to be stored outside: \_\_\_\_\_

Are you storing or using hazardous chemicals on the property for the operation of your business?

If yes, list all hazardous chemicals you will be storing or using (NOTE: Hazardous Chemicals are any chemicals controlled under the Workplace Hazardous Materials Information System (WHMIS) - please provide MSDS documentation):

---

---

---

---

PLEASE ANSWER THE FOLLOWING QUESTIONS IF YOU ARE APPLYING FOR A HOME OCCUPATION DEVELOPMENT PERMIT

Describe rooms and/or buildings to be used to operate the Home Occupation and the floor area used (in square feet or square meters,):

---

---

Number of employees that do not reside in your residence? \_\_\_\_\_