



In Town Business License Application

All fields on this application form must be completed before an application can be processed.
If any of the fields do not apply to your business please indicate this with "N/A".
Business shall not commence prior to a license being issued.

STEP 1: CONTACT INFORMATION

Business / Operating Name: _____

Business Address: _____

Lot: _____ Block: _____ Plan: _____

Mailing Address _____

Mailing address is the same as the business address

Business Phone Number: _____

Business Email: _____ Business Website: _____

I consent to communication by email.

Business Owner's Name(s): _____

Applicant Name (if different than owner): _____

Address of the Applicant: _____

Postal Code: _____

Phone Number: _____

GST Number: _____

Property Owner/Landlord: _____

Mailing Address: _____ Postal Code _____

Phone No: _____ Email Address: _____

I would like the above information included in the Town of Fox Creek Business Directory on www.foxcreek.ca. (Owner contact will not be listed unless otherwise specified.)

New business license application

Are you or anyone else doing interior alterations OR construction OR change of use to your business location?

No Yes – NOTE: You will need to fill out the Development Permit application form in addition to this form

STEP 2: BUSINESS ACTIVITIES

Business Ownership Information

Corporation or Corporate Partnership (provide legal name): _____
Corporation Access Number: _____ Alberta, or other province _____

Charitable Organization (provide Charity Registration Number): _____

Sole Proprietor or Partnership (provide names of proprietor & partners): _____

Does your business operate under a Trade Name? If yes, what is it? _____

What products or services does your business provide? _____

STEP 3: CHANGES TO AN EXISTING BUSINESS LICENSE (If Applicable)

Current Business License # _____

Current Business Address: _____

Business Name: _____

Please indicate what the change was:

- Moved to a new location for an existing business (no change in ownership or operations)

New address is: _____

Lot: _____ Block: _____ Plan: _____

Mailing Address: _____

- Mailing address is the same as the new address

Business Phone Number: _____

Business Email: _____

Business Website: _____

- New Legal Entity: _____

- New Trade Name: _____

- Bought an existing business – If the previous company was operated as a Ltd. or Inc.

company Did you buy the Ltd. Or Inc. company (Legal entity)? Yes No

Did you only buy the equipment/assets of the business? Yes No

- Changed Operations (i.e. was retail now restaurant, please describe):

- Other (please explain):

BUSINESS OWNER DECLARATION: I, *(Please print)* _____, the undersigned, certify that the statements herein contained in the said application are true and made with a full knowledge of the circumstances connected with the same, and acknowledge that I have read the declaration and notice contained below.

The undersigned agrees that the issuance of a license will be subject to approvals from such municipal, provincial, and federal departments or agencies as the License Administrator deems necessary. The Issuance of a license is not intended and shall not be construed as permission or consent by the Town for the holder of the license to contravene or fail to observe or comply with any law of Canada or Alberta or any by-law of the Town.

Any business license application that has not received approvals from all municipal, provincial, and federal departments or agencies due to the applicant's inability to comply with the license requirements within 90 days from the date of filing the application shall be deemed to be refused.

Dated this _____ day of _____, 20_____.

Business Owner: _____ Signature

Authorized Agent: _____ Signature

Property Owner/Landlord: _____ Signature

(Affix corporate seal(s) if applicable)

Payment Information

Licenses are not issued until all license fees are paid. Business license fees vary depending on the category(s) your operations are classified into.

If applying in person, payment options are: cash, cheque, credit card & debit card.

If applying by email or mail: we will call you at the time of application processing to advise you of the cost of your license and you may pay by credit card, or mail a cheque.

Normal office hours are Monday to Thursday, 8:00 a.m.—4:30 p.m., Friday 8:00 a.m.—1:00 p.m., with the exception of closures for holidays.

FOR OFFICE USE ONLY

Prerequisite Information

Development Permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If approved: # _____
_____ Permitted Use:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If approved: # _____
Discretionary Use:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If approved: # _____
Building Permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If approved: # _____
Demolition Permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If approved: # _____
Sign Permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If approved: # _____
Additional requirements met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed by: _____

Business License Information: *Only processed after prerequisites have been approved and received*

Business License Categories to be processed:

Home Office Home Occupation Commercial & Industrial Exempt Multi-

Commercial Classification No. _____

Fees Paid: \$ _____

Reviewed by: _____ (YYYYMMDD)

The information being collected on this form is for the purpose determining the applicant's eligibility to be granted a Town of Fox Creek business license, pursuant to the provisions of the Municipal Government Act, Section 8(b) (v), and the Freedom of Information and Protection of Privacy Act, Section 33(c). This information may be shared with applicable Town of Fox Creek departments, agencies, RCMP, and/or Alberta Health Services, for the purpose of conducting required inspections and approvals, as part of the Business License application process.

Return completed form along with the \$20.00 application fee to:

The Town of Fox Creek
102 Kaybob Drive
PO Box 149
Fox Creek, AB. T0H 1P0

Fax: 780-622-4247

Email: development@foxcreek.ca