

Please submit all application forms by email to: [licensing@stalbert.ca](mailto:licensing@stalbert.ca)



## APPLICATION FOR IN TOWN BUSINESS LICENCE

ACCOUNT #: \_\_\_\_\_ LICENCE #: \_\_\_\_\_

**BUSINESS LICENSING**  
 5 St. Anne Street  
 St. Albert, AB T8N 3Z9  
 P: 780-459-1618  
 F: 780-459-1733  
 E: [licensing@stalbert.ca](mailto:licensing@stalbert.ca)  
 stalbert.ca

Businesses in St. Albert are required to have a valid Business Licence. **Completion of this form does not guarantee approval of a Business Licence. Business shall not commence prior to a licence being issued.** Licence fees applicable from January 1 to December 31. If the Licence is approved, fees are non-refundable.

<b>BUSINESS / OPERATING NAME</b>	<b>OWNER / LICENSEE CONTACT INFORMATION:</b> Name: _____
<b>OPERATING ADDRESS OF BUSINESS</b>	Address: _____ Owner Phone: _____
<b>MAILING ADDRESS</b> (If different from operating address)	<b>BUSINESS CONTACT INFORMATION</b> (shared with Emergency Services) Contact Name: _____ Business Phone: _____ Cell: _____ Fax: _____ Email: _____ Webpage: _____
<b>EMERGENCY CONTACT</b> Name: _____ Phone Number: _____ Email: _____	
<b>DESCRIPTION OF BUSINESS</b> (Brief description of products, services, operations, etc – 10 words or less)	
If hazardous materials and/or chemicals are used/stored at business locations, please list:	
Business owners shall be responsible for carrying out the provisions of the Alberta Fire Code. The St Albert Fire Department, being the Authority having Jurisdiction within the City will conduct periodic inspections of businesses to ensure compliance with the Alberta Fire Code and local fire safety requirements. If you require additional information, please contact the City of St Albert Fire Department at 780-418-6069.	
If your Business Licence fee is exempt in accordance with a Statute of the Province of Alberta, Parliament of Canada or a registered association, you are required to provide proof.	
<b>THIS AREA FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> Home-Based <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Exempt	
Development Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No	Development Officer Referral: _____   Licence Fee: _____
Building Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No	Safety Codes Officer Referral: _____   Final Approval: _____
<b>PAYMENT OPTIONS:</b> <ul style="list-style-type: none"> <li>Once a Licence Fee Invoice has been provided by the Business Licensing Department, payment can be made online with a credit card at <a href="https://my.stalbert.ca/CityApps/ecom/">https://my.stalbert.ca/CityApps/ecom/</a></li> <li>Please contact Business Licensing if payment cannot be made online with a credit card</li> </ul>	<b>X</b> _____ <b>APPLICANT SIGNATURE</b>  _____ <b>DATE</b> mm/dd/yyyy
<small>This personal information is being collected by the City of St Albert's Economic Development Division under the authority of Business Licensing Bylaw 43/2000 and section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act, R.S.A. 2000. This information will be used to administer the City of St. Albert Business Licensing program and will be treated in accordance with the privacy protection provisions of Part 2 of the FOIP Act. If you have any questions about the collection, contact the FOIP Coordinator at 780-459-1500.</small>	



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## BUSINESS INFORMATION & DIRECTORY

ACCOUNT #: \_\_\_\_\_ LICENCE #: \_\_\_\_\_

### BUSINESS LICENSING

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### PLEASE COMPLETE THE FIELDS BELOW. ALL FIELDS ARE REQUIRED FOR THE BUSINESS LICENSING DEPARTMENT.

#### BUSINESS DIRECTORY:

The City of St. Albert's Business Directory is an online publication of licensed St. Albert businesses that are located within the St. Albert. There is no additional cost to be listed in the directory.

Yes, add my listing for free     No, I do not want to be listed

The following fields will be displayed on the directory:

- Business Name
- Business Address (commercial/industrial only)
- Business Phone Number
- Business Email
- Business Webpage
- Description of Business

#### BUSINESS QUESTIONNAIRE:

**Total number of people working in the business (including owners):**

Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

#### Ownership Structure (check one only):

- Sole Proprietorship (single owner, not incorporated)     Partnership (multiple owners, not incorporated)  
 Limited Company/Corporation     Not-For-Profit/Charity  
 Other (please specify): \_\_\_\_\_

**Lease/Rent or Own Your Business Premises:**  Lease/Rent     Own

#### Type of Business (check one only):

- Locally Owned and Operated     Franchise     Branch (head office outside St. Albert)  
 Other (please describe): \_\_\_\_\_

#### Business History:

Years the business has been in operation (approx.) \_\_\_\_\_

#### Economic Development Business Contact List:

Check here if you would like to receive Economic Development's monthly e-newsletter and notices of business workshops and programs. Subscribers will receive e-newsletters and notices by email, and may unsubscribe at any time.\*

Subscribe

\*Subscription to Economic Development's Business Contact List is considered express consent in accordance with Canada's Anti-Spam Legislation, and consent may be withdrawn at any time upon request or by clicking "unsubscribe" in any electronic communications received.

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