APPLICATION FOR BUSINESS LICENCE

ACCOUNT #: **LICENCE #:**

5 St Anne St
ST ALBERT AB Canada T8N 3Z9
Phone: 780-459-1618
Fax: 780-459-1733
Email: licensing@stalbert.ca
www.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 apply to calendar year January 1 to December 31. If the licence is approved, fees are non-refundable.

*** NAME / TRADE NAME**
(Trade/Operating Name)

(Legal or Registered Name)

*** OPERATING ADDRESS OF BUSINESS**

Postal Code

MAILING ADDRESS (If different from operating address)

Postal Code

EMERGENCY CONTACTS (Name & Phone Number)

Primary

Secondary

OWNER / LICENSEE NAME & ADDRESS

Name

Address

Postal Code

Owner Phone

Business Directory:
Free Listing in the City of St Albert Business Directory ☐ Yes ☐ No
* Information indicated with this symbol will be included in Business Directory

FOCUS on Business Monthly Electronic Newsletter:
Free Subscription to St Albert's Online Business Publication ☐ Yes ☐ No

Economic Development Services:
Can Economic Development contact you for information? ☐ Yes ☐ No

BUSINESS INFORMATION (WILL BE SHARED WITH EMERGENCY SERVICES)

* Contact Name

* Business Phone

Cellular

* Fax

* Email

* Website

*** DESCRIPTION OF BUSINESS:** (Brief description of business operations – 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 for an exemption.

This area for office use only Home-Based ☐ Commercial/Industrial ☐ Exempt ☐ **Licence Fee $**

Development Permit Yes / No
Building Permit Yes / No

Inspector's Initials

CREDIT CARD PAYMENT VISA ☐ MASTERCARD ☐
AMERICAN EXPRESS ☐

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Credit Card Number Expiry Date

X

APPLICANT SIGNATURE **DATE** mm/dd/yyyy

This personal information is being collected under the authority of Business Licensing Bylaw 43/2000 *and will be used to administer the City of St. Albert Business Licensing program. It will be treated in accordance with the privacy protection provisions of* ***Part 2*** *of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIP Coordinator at 780-459-1500.*

Note: If no Act specifically authorizes the collection of this personal information, then use Section 33 (c) of the *Freedom of Information and Protection of Privacy Act*, R.S.A., 2000.