

Business License Application

Depending on the type of business and your location, you may need a municipal building development permit and/or other municipal, provincial or federal authorizations. Visit <https://bizpal.ca/> for more information.

Company Information

Business Name:

Owner Name:

Phone:

Fax:

Email:

Website:

Business Address:

Mailing Address: Same as above or:

Business Information – Please refer to page 2 for Business Classifications

Start Date of Business in Carstairs:

Type of Business License: Home Based Class 1 (\$100) Home Based Class 2 (\$100)
 Resident Business (\$100) Non-Resident Business (\$125) Pedlers and Hawkers (\$150)
 Temp Vendor Market (\$25)

For Home-Based Businesses

1. Hours of Operations:

2. Will clients be coming to your home? Yes No If yes, how many per day:

3. Are you the registered owner of property? Yes No If **No**, written approval from owner required

Description of Business Operation: *Please provide a clear and detailed explanation of the nature of your business*

Town of Carstairs Business Category - Please choose **ONE** category that best describes your business:

- | | | |
|--|--|--|
| <input type="checkbox"/> Accommodations | <input type="checkbox"/> Fibre optic / Telecom Contractors | <input type="checkbox"/> Promotion & Media |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Financial & Legal Services | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Animal & Pet Services | <input type="checkbox"/> Fitness, Health & Wellness | <input type="checkbox"/> Recycling & Waste Management |
| <input type="checkbox"/> Arts & Entertainment | <input type="checkbox"/> Food & Dining | <input type="checkbox"/> Rentals & Storage |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Fuel & Service Stations | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Building & Construction | <input type="checkbox"/> Insurance & Registries | <input type="checkbox"/> Services |
| <input type="checkbox"/> Childcare Services | <input type="checkbox"/> Landscaping & Floral | <input type="checkbox"/> Sports & Recreation |
| <input type="checkbox"/> Cleaning Services | <input type="checkbox"/> Liquor & Cannabis Retail | <input type="checkbox"/> Technology, Business & Office |
| <input type="checkbox"/> Computers & Electronics | <input type="checkbox"/> Manufacturing, Wholesale & Distribution | <input type="checkbox"/> Travel & Transportation |
| <input type="checkbox"/> Dentistry | <input type="checkbox"/> Online | <input type="checkbox"/> Water & Air Filtration |

Disclosure of Business Information: Yes No

Select **Yes** if you would like your business name, address, phone number, and website posted on the Town's online business directory for no additional charge.

Declaration of Applicant

The Applicant certifies that the information given is true and correct. The applicant further agrees to abide by all and any Bylaws, Rules and Regulations that now or hereafter may be in force with respect to the same trade, business or calling hereby licensed.

Applicant Signature: _____ Date _____

For Office Use Only

Application Date:

Approval Date:

Fee Paid:

Conditions: Yes No

P&D Approval:

ES Approval:

Business Licence #:

Receipt #:

All Carstairs business licenses are valid for the calendar year, from January 1 to December 31

All businesses serving or handling food, drink, or chemicals require an Alberta Health Inspection. Contact Alberta Health Services at 1-833-476-4743 to ensure you meet their requirements and to schedule your health inspection.

Businesses may require a fire inspection. Call 403-337-2362 to inquire if a fire inspection is required.

Some types of businesses are exempt from municipal licensing requirements, you are required to provide proof of your certification with the applicable provincial agency or professional association

Once your application and fees are received, you will receive a business licence certificate. Post the annual certificate in your business location or carry a card to show proof of your current business licence on request.

Conditions(Office Use Only):**Business Classifications: Please refer to Carstairs Land Use Bylaw 2060 for permitted areas for home based business's**

Home Based Business (Class 1) a use where business is conducted in a Principal Dwelling or the Dwelling Unit, with moderate weekly visits from customers and with one employee who does not live on the parcel. This use is secondary to the residential use of the parcel and does not change the residential appearance of the land and Buildings. Typical uses include day homes, music lessons, and hairdressers.

Home Based Business (Class 2) a use where business is conducted in a Principal Dwelling or Accessory Building on the same parcel as the Principal Dwelling that is operated by a permanent resident of the Dwelling Unit, which may have up to four employees who do not reside on the parcel, with limited outdoor storage. Typical uses include contractor services, landscape supplies, commercial vehicle parking, automotive and auto body repairs, and on-site light fabrication

Resident Business: A Business that operates from a physical retail location open to the public, such as a shop or office.

Non-Resident Business: A non-local business that is operating within town limits

Temp Vendor Market: one that operates for a short time, often at events or seasonal locations.

Hawkers and Peddlers means a small, independent vendor who sells goods directly to customers in public or by traveling from place to place.