

**BUSINESS LICENSE APPLICATION
ALL LAND USE DISTRICTS**



DRAYTON VALLEY

Each of the information items in the checklist below must be attached to all Business License applications for commercial, industrial, institutional and property managers of multi-family residential (one to four units) projects. This checklist must be submitted with the application form. **Any approval(s) granted regarding this application does not excuse the Applicant from complying with the regulations of any Federal, Provincial or other legislation or regulations, including but not limited to Alberta Health Services (AHS) regulations, Alberta Building Code, Alberta Fire Code or the conditions of any easement, restrictive covenant or agreement affected the subject parcel(s) or building(s) contained on the subject parcel(s).** Applications can be submitted electronically by emailing all required documents to plandev@draytonvalley.ca or in person at the Town of Drayton Valley Civic Centre located at the address noted at the bottom of this page.

Business License Bylaw Application Requirements	<p><u>Application Components:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed application form <input type="checkbox"/> Signed Authorization form (if application made by person other than landowner) <input type="checkbox"/> Development Permit Application (if applicable) <input type="checkbox"/> Building Permit Application (if applicable)
	<p><u>Fees:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Local and Home Occupation Business License \$100 <input type="checkbox"/> Transfer of location \$60 <input type="checkbox"/> Hawker/Peddler \$100/day \$500/year <input type="checkbox"/> Transfer of ownership/change of name \$30 <input type="checkbox"/> Business License within 5-mile radius \$200 <input type="checkbox"/> Business License outside 5-mile radius \$375 <input type="checkbox"/> Reinstate License \$25 <input type="checkbox"/> Adult Business \$1,250 <input type="checkbox"/> Cannabis Retail Store \$500 <input type="checkbox"/> Cannabis Counselling Services \$100 <p><i>(After July 1st license fees are reduced to half the original rate, with the exception of the Hawker/Peddler per day fee)</i></p> <p><u>Other fees that may apply:</u></p> <p>If renovations or alterations of the building to accommodate the business are made, separate Development and/or Building Permits may be required. All related fees in relation to Development and/or Building Permits will be applied accordingly.</p>

Business Information (Information specific to the proposed business operations)

Legal Business Name (if registered corporation): _____

Operating Business Name: _____

Number of Employees: Full Time: _____ Part Time: _____

Business **Legal Land Description:** Lot _____, Block _____, Plan _____ Zoning: _____

Business **Mailing**
Address: _____
(City) (Province) (Postal Code)

Business **Street**
Address: _____
(City) (Province) (Postal Code)

Business **Owner's Name:** _____

E-mail address: _____

Home Phone: (____) _____; Business Phone: (____) _____; Cell Phone: (____) _____

Business **Owner's**
Address: _____
(City) (Province) (Postal Code)

Business Description (please be specific – ie: “retail – sporting goods and clothing”):

Information supplied in this section will be made available to the public to assist in marketing your business through printed and web directories, such as the Town’s webpage and AlbertaFirst.com.

Landowners Authorization

Registered Owner Name(s)
(if different from Applicant)

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone
(primary): _____ (secondary): _____

Email: _____ Signature: _____

FOR OFFICE USE ONLY

Zoning: _____ Permitted Use / Discretionary Use _____ Referral Required: Yes / No _____

Approved / Refused _____ Planning & Development Officer _____ Date _____

DETAILS OF PROPOSED BUSINESS

- 1) Are you renovating or altering the building to accommodate the business? **Yes** **No**

If yes, you must make separate application for Development Permit and/or Building Permit, as required and return same with this Business License Application.

The following conditions are standard for all Business Licenses and MUST BE complied with. In unique circumstances, additional conditions may apply on a case-by-case basis:

- 1) The applicant shall provide the Business License Inspector with proof of a valid Provincial or Federal License, where such license is required by law for that business to operate. The onus for compliance with any other Bylaw of the Town of Drayton Valley, or Statute of the Province of Alberta, or Statute of Canada, is on the owner/applicant.
- 2) Current Business License or copy of license shall be posted in a conspicuous place in the business premises of the said license or produced to client upon request.
- 3) Subject to the provisions of the Business License Bylaw, the License Inspector may revoke or suspend the Business License if, in his/her opinion, there are just and reasonable grounds for the revocation or suspension of the license.
- 4) The license may be revoked or suspended for non-compliance with a Bylaw, notwithstanding that the holder of that license has not been prosecuted for a contravention of that Bylaw.
- 5) Business Licences are subject to any/all applicable Federal, Provincial or Municipal permits as required. This may include but not be limited to Health, Development, Building and/or Safety Code Permits.
- 6) Business License renewal fees shall be paid on a yearly basis. The Business License Year means the period commencing January 1st and ending on December 31st of any given year.
- 7) The business subject to the Licence may change its name. A new application shall be submitted and approved prior to any change in ownership or location.
- 8) The Applicant/Landowner, prior to making any alterations to the interior or exterior of the building(s) on the premises or addition of signage for the business, shall make Development and Building Permit Application, unless exempt in accordance with Town of Drayton Valley Land Use Bylaw 2007/24/D, Town of Drayton Valley Signage Bylaw 2012/16/D and the Safety Codes Act/Alberta Building Code.

Signature of Registered Owner/Applicant

Date of Application

NOTES:

- **Any activity carried out prior to obtaining the required Business Licence and Permit Approval(s) signed by an authorized Licence Inspector or Development Officer of the Town of Drayton Valley is a violation of Business Licence Bylaw 2008/16/D and possibly Land Use Bylaw 2007/24/D is at the applicant's own risk.**
- The information on this form is collected under the authority of Paragraph 32c of *The Alberta Freedom of Information and Protection of Privacy Act*, RSA, 2000, Ch. F-18.5, and shall only be used for the purpose for which it was collected.
- **Advice of any change of ownership, closure, etc., must be provided to the Town in writing. Failure to provide such notice may result in a penalty.**

**All Questions Must Be Completed In FULL should this application be in relation to
a Home Occupation or Home Office**

1. Are there any other home occupations operating from the subject parcel? Please select: Yes No

If so, provide the name and nature of the business(es) _____

2. Excluding vehicles, what equipment, trailers or materials are required for the business?

Where are they stored (ie. in the home, garage, outside, at a commercial storage site, etc.) _____

Provide complete description (or photograph) of any items to be stored outside. _____

3. Will there be any stock-in-trade kept on the premises? Please select: Yes No

If so, how much and how is it sold or distributed? _____

Where is it stored?

4. Will there be any flammable or hazardous materials on the premises as a result of the business (ie. solvents, paint thinners, special cleaners, fuel, etc.)? Please select: Yes No

Please note, hazardous materials stored on the premises may be subject to a Fire inspection. If, in the opinion of a Development Officer, the subject business is more appropriate located in a commercial or industrial area of Town, a Business Licence application for a Home Occupation will be refused. If so, what is the material, how much is being kept at the premises, and where it is stored?

5. Does the material require any special training for use or special storage provisions? Please select: Yes No

6. Are any permits required for their storage or use? Please select: Yes No

If so, please provide a copy of the permit attached to this application.

7. What work will be done on the premises?

9. What will the hours of operation be?

10. If all any work is not done at the premises, where would it occur?

11. Are there any employees of the business who are not members of the family or bona fide occupants of the dwelling?
Please select: Yes No
- If employees are required, how many will be attending the subject parcel for employment purposes?

- Where do they work? _____
- If they are working from the residence, where would they park their vehicles?

12. How many vehicles are involved in the business? _____ How many personal vehicles do you have? _____
- Where are they parked? _____
13. Provide a description of the business vehicle(s) (state height, length, weight and number of passengers). Applicants may provide a colour photograph.

14. Will the vehicle(s) exhibit any markings or logos identifying the business? Please select: Yes No
- The Applicant is responsible to ensure that vehicles are operated in compliance with *Truck Route Regulations*, etc.
15. Will there be any exterior indication to the public of this home occupation (noise, exterior activity, smoke, odors, traffic, signage, etc.)?

Please select: (If the Applicant is erecting a sign, they must receive prior approval through a separate Development Permit) Yes No
- If yes, please provide details. Failure to disclose anticipated impacts would be grounds for immediate revocation of the permit. _____

16. Will there be any clients coming to the home? Please select: Yes No
- If yes, how many and what time(s) of day will they be coming to the home? _____
- Where will the clients park?
