

## DEVELOPMENT PERMIT & BUSINESS LICENCE APPLICATION FOR COMMERCIAL LOCATIONS

All Business Applications must get Development Approval first before the Business Licence can be processed.

### Section 1 - Business Information

1) Does your business operate in a commercial location in Edmonton? If yes, what is the address? (cannot be a post office box):

Address: \_\_\_\_\_ Edmonton, Alberta

Postal code: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Billing address (if different from above): \_\_\_\_\_

2) Describe in detail what your business will be doing (i.e. operate an office for computer consulting, operate a 60 seat restaurant, operate a clothing store, manufacture & sale of plastic items, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) Total Business Floor Area (sq. m) \_\_\_\_\_ % office space \_\_\_\_\_ % of warehouse/work area \_\_\_\_\_

Could you have more than 60 people in your business location at one time? \_\_\_\_\_ Yes or \_\_\_\_\_ No

4) Is your business doing any of the following activities (please check at least one option)

Bulk Plant for Flammable Liquid     Bulk Storage Warehouse     Chemical Manufacturing/Processing Plant  
 Chemical Recycling Plant     Distillery     Dry Cleaning Plant     Feed or Flour Mill     Fireworks Sales  
 Grain Elevator     Laboratories     Paint Factory     Rubber Processing Plant     Service Station  
 Spray Painting Operation     Waste Recycling Plant     Wood Working Factory     Not Applicable

5) Does your business operate as a:

Sole Proprietorship - Last name: \_\_\_\_\_ First Name: \_\_\_\_\_

Partnership - Last name: \_\_\_\_\_ First Name: \_\_\_\_\_

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_

Limited Company (Ltd.) or  Corporation (Inc. or Corp.) (See page three(3) for Business Licence requirements)

Legal entity \_\_\_\_\_

Corporate Access number (if available): \_\_\_\_\_

6) Does your business operate under a Trade Name? If yes, what is it? \_\_\_\_\_

7) Who is the contact person for this account?

Last Name (please print): \_\_\_\_\_ First Name: \_\_\_\_\_

Business Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

8) Are you or anyone else doing interior alterations or construction to your business location? \_\_\_\_\_ Yes or \_\_\_\_\_ No

If yes, you will need to fill out the commercial Development & Building application form in addition to this form

If no, applicant must sign to confirm no construction will/has be done: \_\_\_\_\_ (Signature)

## 9) Who is the owner of the business?

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

*The owner must also provide the following information if their business licence application is for one of the following types of businesses: Dance Club/Event, Bingo, Carnival, Firearm/Ammunition Dealer, Gaming Establishment, Nightclub, Pawnshop, Public Market, Secondhand Store. These businesses require an Edmonton Police Referral as part of their business licence application.*

Date of Birth: (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_

Home Address of Owner: \_\_\_\_\_ City \_\_\_\_\_

Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

## SECTION 2 – CHANGES to an Existing Business Licence (Section 1 must also be filled out)

**Current Business Licence #** \_\_\_\_\_

Current Business Address: \_\_\_\_\_

Business Licence Name: \_\_\_\_\_

### Please indicate what the change was:

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

New address is: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

- New Legal Entity: \_\_\_\_\_

- New Trade Name: \_\_\_\_\_

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

Did you buy the ltd. or incorporated company (Legal entity)? \_\_\_\_\_ Yes or \_\_\_\_\_ No

Did you **only** buy the equipment/assets of the business? \_\_\_\_\_ Yes or \_\_\_\_\_ No

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

- Other: Please explain: \_\_\_\_\_

The personal information on this form is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* to assess all matters relevant to your application for this licence. The City may request input from employees of other City of Edmonton departments, Alberta Health Services, Edmonton Police Service, and/or Alberta Gaming and Liquor Commission in order to properly assess your application for this licence or to determine appropriate conditions, if any, for this licence. Therefore, the City requests your written consent to disclose the personal or other information provided in your application to other City employees or to the other named entities as may be required for these purposes, pursuant to section 40(1)(d) of FOIP. If you have any questions regarding the collection, use, or disclosure of your personal information please contact Service Advisor, Edmonton Service Centre, 2nd floor, 10111 - 104 Avenue NW, Edmonton, AB, T5J0J4, 780-442-5054.

### **Payment Information**

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

If applying in person, payment options are: cash, debit, cheque or credit 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 licence and you may pay by credit card.

Office hours are Monday to Friday, 8:00 a.m. – 4:30 p.m., with the exception of closures for holidays.

### **Business Improvement Areas (BIAs)**

A Business Improvement Area (BIA) is a specific geographic area of the city in which businesses pool resources and work together, through a formal association, to enhance the economic development of their area. Each association has an executive director that works with business owners and the association's board of directors to support a vibrant commercial area.

If I am in a BIA, my contact and business information can be shared with the local BIA Executive Director. (Initial) Yes \_\_\_\_\_ No \_\_\_\_\_

The applicant certifies the information provided on this application is accurate and complete.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DEVELOPMENT DRAWING REQUIREMENTS FOR BUSINESS LICENCES

With the exception of retail sales business' and business' that operate within office buildings, all Business Licence applications must provide one (1) copy of the following with their application.

### 1) A Site Plan (preferably scaled to include the following details):

- a north arrow
- the corresponding Street and Avenue
- the dimensions of the site (property lines)
- the size and location of existing and proposed accesses to the site
- the size and location of existing and proposed buildings and structures relative to the property lines
- dimensioned layout of all vehicle parking, bicycle parking, manoeuvring aisles, and loading/unloading spaces
- identification of all outdoor activity areas (e.g. display areas, storage areas, servicing areas, trash collection)

### 2) The Floor Plans (to include the following details):

- the size (dimensions) of the building
- the number of floors
- the number of dwelling units and bedrooms per dwelling unit (if applicable)
- dimensioned room layouts indicating all uses, activities, and occupancies
- a seating layout and/or occupancy capacity where applicable (e.g. restaurants, clubs, schools, churches, and other assembly uses)
- Public space (the space used specifically for the patrons only) must be marked on the floor plan if you are operating in one of the following business' – Restaurant, Nightclub, Bars and Pubs, Specialty Food Services, Casino and Private Clubs.

## BUSINESS LICENCE REQUIREMENTS

### 1) If your business is a corporation you must include a current full corporate registry search

- No older than 90 days
- Must include the list of Directors

### 2) Some businesses such as an After Hours Dance Club or a Pawn Shop require a Police Information Check