# COMMERCIAL BUSINESS LICENCE APPLICATION

We recommend applying for your business licence online at [edmonton.ca/businesslicences](http://edmonton.ca/businesslicences) for the fastest processing time. This form may be used to apply in-person or by mail.

## BUSINESS NAME

Enter the name that you use to represent your business to customers— for instance, on your sign or letterhead.

## BUSINESS ADDRESS

Address:

<table>
<thead>
<tr>
<th>City</th>
<th>Province</th>
<th>Postal Code</th>
</tr>
</thead>
</table>

## CONTACT DETAILS

Contact Name:

Contact Phone:      Email Address:

## MAILING ADDRESS

Attention:

Address:

<table>
<thead>
<tr>
<th>City</th>
<th>Province</th>
<th>Postal Code</th>
</tr>
</thead>
</table>
TYPE OF BUSINESS ORGANIZATION *(Select one of the following):*

- Corporation or Other Registered Business

  Select this option if you have registered, or are required to register your business name with the Government of Alberta, Canada, or any other province or territory. Examples include names ending in Ltd., Corp., or Inc.; numbered companies; businesses with registered trade names; societies; co-operatives; and non-profit organizations.

  Legal Entity Name: 

  This can be found on your corporate registration documents

  Do you have any other businesses under this legal entity?

  Yes  No

- Unregistered Sole Proprietorship

  Select this option if you own and operate this business under your own name. Do not select this option if you use a registered trade name, or if you own and operate this business with one or more partners.

  Owner’s Last Name: 

  Owner’s First Name: 

  **Additional requirement:** A staff member will ask for a copy of the owner’s government issued photo ID when we process your application.

- Unregistered Partnership

  Select this option if you own and operate this business with one or more partners under your own names. Do not select this option if you have registered, or are required to register your business name with the Government of Alberta, Canada, or any other province or territory.

  Responsible Partner: *(Specify one partner who will be responsible for the business licence)*

  Last Name: 

  First Name: 

  Additional Partners: *(List all other partners. If you need more space, you can write in the margin or on the back of the page)*

  Last Name: 

  First Name: 

  Last Name: 

  First Name: 

  Last Name: 

  First Name: 

  Last Name: 

  First Name: 

  **Additional requirement:** A staff member will ask for a copy of the responsible partner’s government issued photo ID when we process your application.
## BUSINESS ACTIVITIES

Please provide a description of your business activities:

### IMPORTANT

A staff member will contact you for more information about your business activities. This will determine the correct business licence categories and requirements for your business.

Business licence fees vary depending on your business activities. Your fees will be determined once we have all of your application documents and information. Please do not pay until you receive a Notice of Fees.

Visit [edmonton.ca/businesslicences](http://edmonton.ca/businesslicences) for more information about licensing requirements, terms and fees.

### WHERE TO APPLY

Mail in your application or visit us in-person at:

- Development Services
- 2nd Floor, Edmonton Tower
- 10111 104 Avenue
- Edmonton AB T5J 0J4
- Monday – Friday, 8am to 4:30pm
- **Limited services are available in-person. Visit [edmonton.ca/edmontonservicecentre](http://edmonton.ca/edmontonservicecentre)**

### NEED HELP?

Phone: **311** or if outside of Edmonton 780-442-5311

### INFORMATION

For additional information, visit: [edmonton.ca/businesslicences](http://edmonton.ca/businesslicences)