

COMMERCIAL BUSINESS LICENCE APPLICATION



We recommend applying for your business licence online at 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:

City:

Province:

Postal Code:

CONTACT DETAILS

Contact Name:

Contact Phone:

Email Address:

MAILING ADDRESS

Attention:

Address:

City:

Province:

Postal Code:

Commercial Business Licence Application | Revised: December 2021

Personal information is collected for the purpose of administration of Edmonton Bylaw 20002 – Business Licence Bylaw and will be used to assess all matters relevant to your application for this licence, including issuance, expiry, ongoing renewal and review of your licence. Collection is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed and protected in accordance with the Act. The information in your application may be shared with other applicable government bodies or enforcement agencies for the purposes of notifying the affected entities of your application for a business licence, or for requesting input from the affected entities to assess your application for, or determine appropriate conditions, if any, for a business licence. Questions about the collection? Please contact Service Advisor, Edmonton Service Centre, 2nd floor, 10111 – 104 Avenue NW, Edmonton, AB, T5J0J4, or businesslicenceapplications@edmonton.ca.

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 for more information about licensing requirements, terms and fees.

Applicant Signature:

Date:

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

NEED HELP?

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

INFORMATION

For additional information, visit: edmonton.ca/businesslicences

The logo for the City of Edmonton, featuring the word "Edmonton" in a white, sans-serif font on a black rectangular background.