

## BUSINESS LICENSE APPLICATION

Completion of this form does not guarantee approval of a business license. A new business shall not commence prior to a license being issued. Additional permits (e.g. building, development, home occupation, etc.) may also be required.

You may contact Alberta Government Services at 310-0000 ([www.gov.ab.ca](http://www.gov.ab.ca)) to determine if a Provincial license is required for the proposed business. An inspection by a health inspector may also be required, contact the Peace River Community Health Centre at (780) 624-7500.

<b>BUSINESS INFORMATION:</b>	<b><u>PLEASE PRINT</u></b>
Operating Name: _____	
Legal or Registered Name (if applicable): _____	
Alberta Provincial License (if applicable): _____	
Physical Location of Business: _____	
Business Phone No.: _____ Business Fax No.: _____	
Nature of Business: _____	
<b>BILLING / MAILING ADDRESS:</b>	
Address: _____ Postal Code: _____	
<b>BUSINESS OWNER:</b>	
Name: _____ Phone No.: _____	
Address: _____ Postal Code: _____	
<b>PROPERTY OWNER:</b> (if different from Business Owner)	
Name: _____ Phone No.: _____	
<i>The Town does not accept responsibility for businesses located on rental premises that do not have the approval of the property owner.</i>	
<b>APPLICANT:</b>	
Name: _____ Phone No.: _____	
Address: _____ Postal Code: _____	
Website: _____	

License fees apply to the calendar year January 01<sup>st</sup> to December 31<sup>st</sup>. **All licenses, with the exception of day licenses, are automatically renewed and invoiced at the beginning of each year** unless written notice is received indicating that business has ceased operation as of December 31<sup>st</sup> of the previous year. Notice must be received within the first thirty (30) days.

**The Licensee must notify the Town of Grimshaw immediately of any changes to the information listed above.** The Town reserves the right to request that changes be submitted in writing. Changes in the physical location of a business may require submission of new development or home occupation permits.

Please refer to the Business License Bylaw No. 1144, and any amendments thereto for additional requirements.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Applicant must be authorized to sign on behalf of the Licensee.*

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)**

Section 40(1) (bb.1) of the Freedom of Information and Protection of Privacy Act allows a public body to disclose business contact information. The Town of Grimshaw may disclose the business contact information listed to the public. If you have any questions, please contact the Town Office at (780) 332-4626.

Town of Grimshaw  
P.O. Box: 377  
Grimshaw, Alberta TOH 1WO  
Phone: (780) 332-4626  
Fax: (780) 332-1250  
Email: frontdesk@grimshaw.ca

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**OFFICE USE ONLY**

*Circle one of the following:*

Town Business	\$100.00
Home Based Occupation Business	\$ 60.00
Non-Resident Business (head office within AB)	\$200.00
Non-Resident Business (head office outside AB)	\$300.00

License # Issued: \_\_\_\_\_  
Tax Roll: \_\_\_\_\_ Development Permit #: \_\_\_\_\_

License Fee Collected:  
*Please put a check mark on one of the following boxes*  
Full Year \_\_\_ Half Year \_\_\_ or Other: \_\_\_\_\_

License Fee Collected: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Additional Information / Requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

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