

## BUSINESS LICENCE APPLICATION

**APPLICATION TYPE:**

- New Business
- Change of Ownership
- Effective date of ownership change: \_\_\_\_\_

**LICENCE TYPE:**

- Annual Renewable (expires December 31<sup>st</sup> of each year)
- Short-Term (valid for four consecutive months)
- Proposed start date: \_\_\_\_\_

*For businesses operating from a residential address, submission of a Home-Based Business Application (HBA) is required.*

### BUSINESS INFORMATION

Business Location: \_\_\_\_\_  
*(Unit, Street, City, Postal Code)*

**Businesses operating within the City of Red Deer limits only:**

Will there be construction, renovations, or a change of use to the space as part of this application?  Yes\*  No

*\*If yes, a Development Permit and/or Safety Codes Permit may be required prior to licence issuance.*

Is your operating business name a registered Trade Name or Sole Proprietor?  Yes\*  No

*\*If yes, the Legal Business Name below must show exactly as it appears on the Trade Name or Sole Proprietorship registration*

Legal Business Name: \_\_\_\_\_  
*(Name under which income tax is filed)*

Operating / Advertising / Trade Name(s): \_\_\_\_\_

Same as Legal Business Name

Mailing Address: \_\_\_\_\_  
*(If different from business location)*

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### ONLINE BUSINESS DIRECTORY INFORMATION

Information in this section will be published in the City's Online Business Directory.

Description of Business Operations: \_\_\_\_\_

Website: \_\_\_\_\_

Business Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Mailing Address:  
(Unit, Street, City, Postal Code) \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**BUSINESS DETAILS**

1. Number of employees working within the City of Red Deer (including owner, if applicable) \_\_\_\_\_

2. Do you engage in Direct Selling?  Yes\*  No  
*\*If yes, please submit Alberta Direct Sellers Licence*

3. Does your business engage in merchandise sales?  Yes\*  No  
*\*If yes, indicate all that apply:*  
 Used or second-hand merchandise  
 Food merchandise  
    ▪ Food merchandise type: \_\_\_\_\_

4. Does the business operate as a contractor?  Yes\*  No  
*\*If yes, please submit copies of all applicable certifications and tickets.*

**CHECK AND SIGN TO CONFIRM YOUR ACKNOWLEDGEMENT OF THE TERMS OF THIS APPLICATION.**

- I acknowledge that all information in this application is correct to the best of my knowledge.
- I verify that I am the owner or have received authorization from all property owner(s), to operate a business at the location provided in this application.
- I understand the information provided as part of this application will be used in an Online Business Directory.
- I verify that I am at least 18 years old or have an agent at least 18 years of age to sign/authorize on my behalf.
- I acknowledge that all business operations will comply with the *Business Licence Bylaw 3609/2018*, knowing that failure to comply may result in penalties, suspension, or revocation of my Business Licence.
- I acknowledge that this application will be referred to Alberta Safety Codes and Zoning for review and that additional permits or approvals may be required.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Applicant