

Town of Canmore

902 7th Avenue

Canmore, Alberta T1W 3K1

Phone: 403.678.1500 | Fax: 403.678.1534

[www.canmore.ca](http://www.canmore.ca)



Dear New Business Owner(s),

On behalf of the Town of Canmore's Economic Development Department, I would like to congratulate you on your new business!

All businesses operating within Canmore require a business licence *before* they start operating. Businesses pay an annual fee that is due before the new operating year. Attached are some guidance documents to help you with this process. It can take up to 4 weeks to get a Canmore licence depending on the type of business. For this reason, we ask you start your application process earlier rather than later to ensure you are ready to open in a timely manner. In addition, please submit application and all supporting documents at the same time. There is a checklist included to help ensure you submit the appropriate supporting documentation.

If you have any questions about the process, please do not hesitate to reach out to Caylee LaBranche our Economic Development Coordinator, through email at [businessregistry@canmore.ca](mailto:businessregistry@canmore.ca) or by phone at 403-678-1523.

Regards,

**Eleanor Milette**

Economic Development Manager

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✓	To Submit	Description (~ Means all businesses are required to submit)
<input type="checkbox"/>	~Application	Commercial business licence application can be found at: <a href="http://www.canmore.ca/business-license">www.canmore.ca/business-license</a>
<input type="checkbox"/>	~Planning Permission	All business activity must be approved by the Planning Department at your business location. See page 4 of this document for more details
<input type="checkbox"/>	~Proof of Filing Name Registration	Trade name or Article of Incorporation Documents *If you have an "operating as" name for a numbered company, we need to see your trade name registration for the operating as name, as well as your article of incorporation documents for the numbered company. *If you are only using your personal name (ex. Jane/John Doe) with no additional words, you do not need to register your name Contact: <i>The Canmore Registry office: 119, 104 Kananaskis Way, Phone 403.678.9320</i>
<input type="checkbox"/>	~Lease Agreement	Submit the first page with the address and names of the renter and tenant, and the last page with the signatures *If no official lease available, a signed letter from the leaser can be sent to <a href="mailto:businessregistry@canmore.ca">businessregistry@canmore.ca</a> instead *Not required if you are on title for the property
<input type="checkbox"/>	~Fire Inspection	Fire Inspections must be conducted prior to opening your business and 'all' above applicable approvals must be met before the fire inspection is done. Set up your appointment 30 days in advance of anticipated opening. To book please contact: 403.678.6199 or email both: <a href="mailto:rlippitt@canmore.ca">rlippitt@canmore.ca</a> & <a href="mailto:mstrohmaier@canmore.ca">mstrohmaier@canmore.ca</a> *You can apply for your business licence before you receive your fire inspection but you must have it booked by the time of application
<input type="checkbox"/>	Health Inspection	You will require a certificate from Alberta Health Services if you are dealing with food, salons, tattoos, esthetics, and other personal health services <i>Contact: Health Inspector at 403.678.5656 appointment</i> <a href="http://www.albertahealthservices.ca">www.albertahealthservices.ca</a>
<input type="checkbox"/>	AGLC Licence	A licence must be obtained from the Alberta Liquor and Gaming Commission (AGLC) to sell either alcohol or cannabis. The AGLC needs a copy of your local business licence <i>before</i> they issue you a licence, and it can take two to three weeks for us to issue a local licence for these purposes, therefore you must start your application to the Town of Canmore 4-5 weeks in advance of opening. Find out more at <a href="http://www.aglc.ca">www.aglc.ca</a>
<input type="checkbox"/>	AMVIC	If you are opening an automotive repair shop or dealership you must contact AMVIC and get approval prior to obtaining your Town licence <i>Contact: 877.979.8100 <a href="http://www.amvic.org">www.amvic.org</a></i>

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### Payment Information

Business licence fees are paid annually and follow the calendar year. Once we have reviewed your application, we will contact you for payment.

### SCHEDULE A – BUSINESS REGISTRY LICENSE FEES

Accommodations based on number of rooms	Annual Fee:
Bed and Breakfast: (max 3 rooms)	\$130
Hotels, Motels, Inns, Hostels: 1- 49 rooms	\$195
Hotels, Motels, Inns, Hostels: 50 – 150 rooms	\$325
Hotels, Motels, Inns, Hostels: 50+ rooms	\$520
Construction & Development	
Contractor/Trade Person	\$130
Builder: < 15 units/year	\$325
Builder: > 15 units/year	\$520
Developer & Commercial/Industrial: projects over 1,500 sq. m	\$1040
General	
Auto Dealership: 5 or more employees	\$520
Banking & Commercial Lending Institutions	\$520
Golf Courses	\$520
Micro-Business (making less than \$30 000 in gross annual revenue)	\$32.50
Property Management: > 15 units	\$520
Real Estate Brokers	\$520
Restaurants & Bars (excludes outdoor patio seating)	
Restaurants: 0 - 35 seats	\$130
Restaurants: 36 - 69 seats	\$325
Restaurants: > 69 seats	\$520
Retail/ Commercial/ Wholesale/Industrial	
Resident Business: <300 sq.m	\$130
Resident Business: 300 sq. m to 1,500 sq.m	\$325
Resident Business: > 1,500 sq. m.	\$1040
Gasoline Retail	\$325
Other	
Umbrella Rider: an annual fee paid by a licensed resident business owner to allow one or more other businesses to be carried out on the owners business premises without purchasing a separate business registry licence. Umbrella riders shall <b>not</b> apply to:	50% of the applicable business registry fee to a maximum of \$300
a) Businesses that advertise their goods or services as being provided from the licensed business' premises for a period of time greater than 3 days, or	
b) Maintenance, repair and construction services, or	
c) Businesses carried out as part of a special event.	
Voluntary Registration for Exempt Businesses	\$50

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### **\*\*Important notice:**

All business activity must be approved by the Planning Department at your business location to receive a business licence. If your business type is a discretionary use in your area or if you are taking over a previous business' space with a new type of business activity, you may require a Development Permit or Certificate of Conformance. More information about Planning Permits can be found here:

<https://canmore.ca/municipal-services/residents-development-planning/building-development/development-permits-residents>

For more information, please contact the Canmore Planning Department at [planning@canmore.ca](mailto:planning@canmore.ca), or by phone through 403-678-1543. You must receive either permission to operate, a Development Permit, or Certificate of Conformance before you apply for your business licence.

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**Additional Considerations:** (not required to send in with your business licence application)

All **signage** requires a permit. Prior to ordering any signs, refer to the **Sign Regulations** and complete the "Development Permit Application - Signage" form.

*Contact: Planning 403.678.1543*

**Waste & Recycling Plan:** Consider how you are going to manage your waste and recycling and what type of disposal is going to be necessary to operate your business. All **restaurants** are required to have a grease trap (interceptor) and submit an annual maintenance schedule to Public Works.

*Contact Public Works at 403.678.1580*

One complete, please send your application and all supporting documents to [businessregistry@canmore.ca](mailto:businessregistry@canmore.ca) or drop off at the Canmore Civic Centre Front Desk, Mon-Fri 8:30am-4:30pm.

Town of Canmore Business Registry Contact:

Caylee LaBranche

Economic Development Coordinator

[Businessregistry@canmore.ca](mailto:Businessregistry@canmore.ca)

403-678-1523