

Required Documents

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted through the online portal.**

- Application fee (**Note:** you will be notified via email of outstanding fees with payment details)
- Letter of authorization from the property owner authorizing an agent to act on their behalf regarding the proposed application (**Note:** This is not required if the property owner is the applicant).
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Copies of any restrictive covenants, utility right-of-way, easements, or Town caveats registered on the Title(s)
- Written description of proposed business

Plan Requirements

Note: All plans submitted must show measurements in metric units.

- Dimensioned floor plans showing the proposed interior configuration

Additional Requirements

Once your Certificate of Conformance has been approved, you will be required to apply for your Town of Canmore Business License. To find out what is required to obtain your business license, please visit: [Business Licences: Town of Canmore](#)

Following an approval, a separate development permit for any exterior signage must be applied for.

To find out what is required to obtain your sign permit, please visit: [Development Permits: Town of Canmore](#)