



### Information Change Request

Town of Canmore  
902-7<sup>th</sup> Avenue  
Canmore, Alberta, T1W 3K1 Phone:  
(403) 678-1523  
Email: [businessregistry@canmore.ca](mailto:businessregistry@canmore.ca)

**Business Licence #** \_\_\_\_\_

This is a digital fillable form. Please complete and return to [businessregistry@canmore.ca](mailto:businessregistry@canmore.ca) for processing.

**BUSINESS INFORMATION - Complete all that apply**

**Food and Beverage - Number of Seats:** \_\_\_\_\_ **Accommodations – Number of Rooms:** \_\_\_\_\_

**Property Managers:** See next page to add or remove properties from your account.

**Business Directory Listing**

I consent to the publishing of my business information (i.e. business name, website, and only if a Commercial licence holder, the address of the business premises) on the Town of Canmore’s business directory at [www.canmore.ca](http://www.canmore.ca).

I revoke my consent to having my business information published on the Town of Canmore's online usiness directory.

**CHANGE REQUEST - Complete all that apply**

**Business Name Change**

Change registered business name to: \_\_\_\_\_

Change operating name to: \_\_\_\_\_

**Change of Ownership**

Business named above is or will be under new ownership effective: \_\_\_\_\_

**Note:** If business has already changed ownership. Do not pay this licence renewal. Business licences are non-refundable and non-transferable. Your licence will be canceled, and the new owners must apply for their own licence.

**New Physical Address of Business Premises (Suite, Street Address, Town/City, Province/State)**

- Important Notes:**
1. If you are renting, submit proof of residence or a copy of your commercial lease agreement.
  2. If moving to a location outside of your licence type (ex. from a home to a commercial space in Canmore), a new licence application will be needed. Questions? Contact us.

**New Mailing Address (Suite, Street Address, Town/City, Province/State, Country, Zip/Postal Code)**

**New Contact Information (Phone Number, Email Address, Website)**

**New Authorized Contact Persons**

**Add:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Remove:** \_\_\_\_\_

**UMBRELLA RIDER FEE – Complete if applicable**

The purpose of the umbrella rider is to allow one or more separate businesses to be carried out on the business premises without them obtaining a separate business licence – e.g. individuals who work at your business premises for no more than 3-days, such as a musician or conference speaker. See section 5.9 of the [Business Registry Bylaw](#) for conditions. The fee is 50% of your regular invoice to a maximum of \$300. Valid only for Resident Commercial licence holders.

**Add the Umbrella Rider fee to my licence:**

**MICRO-BUSINESS DECLARATION – Complete if applicable**

In the matter of the Town of Canmore Bylaw 2015-02 Business Registry Licensing fees, local businesses earning less than \$30,000 in gross annual revenue may apply for a fee reduction to \$32.50.

I, \_\_\_\_\_ owner of \_\_\_\_\_ do solemnly declare that my business earns gross revenues of less than \$30,000 per year. I make this declaration consciously believing it to be true and accurate, knowing that making false claims may result in fines as per Bylaw 2015-02. Supporting documentation may be requested prior to approval.

By checking this box, I consent to using my electronic signature in lieu of an original signature on paper.

\_\_\_\_\_  
*Signature of Declarant*

\_\_\_\_\_  
*Signature of Business Registry Coordinator*

**RENTAL PROPERTIES – ADDITIONS – For property managers, only**

A request **to add** the following properties to your business licence account. If additional space is needed, please include a separate list.

Tax Roll, If Known	Unit	Street Number and Street Name
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**RENTAL PROPERTIES LIST – REMOVALS – For property managers, only**

A request **to remove** the following properties from your business licence account. If additional space is needed, please include a separate list.

Tax Roll, If Known	Unit	Street Number and Street Name
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Tax Roll, If Known	Unit	Street Number and Street Name
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**Other requirements outside of the jurisdiction of the Town of Canmore:**

1. Collecting and remitting the Alberta Tourism Levy. Visit [Alberta.ca](http://Alberta.ca) for information
2. Collecting and remitting GST. Visit [Canada Revenue Agency](http://Canada Revenue Agency) for information
3. Inspection and cleaning of hot tubs, where applicable. Contact [Environmental Public Health \(Calgary Zone\)](http://Environmental Public Health (Calgary Zone)).