



Town of Canmore
 902-7th Avenue
 Canmore, Alberta, T1W 3K1
 Phone: (403) 678-1523
 Email: businessregistry@canmore.ca

Account Change Request Form

Business Licence # _____

This is a digital fillable form. Please download, complete and return to businessregistry@canmore.ca for processing.

BUSINESS INFORMATION - Complete all that apply

Business Name Change

Change registered business name: From: _____ To: _____

Change operating name: From: _____ To: _____

Change of Ownership

Note: If business has already changed ownership, do not pay this license renewal. Business licenses are non-refundable and non-transferable between owners per Bylaw 2024-27. Your license will be canceled, and the new owners must apply for their own license.

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

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 Business Contact Information (Phone Number, Email Address, Website)

New Authorized Contact Person

Add Remove: Contact Name and Position: _____

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 license holder, the address of the business premises) on the Town of Canmore’s business directory at www.canmore.ca.

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

MICRO-BUSINESS LICENCE DECLARATION – For Home Occupation (Class 1 and 2) and Co-working licence holders, only

I declare that my business earns gross revenues of less than \$30,000 per year.

I revoke my micro-business license since my business earns more than \$30,000 gross per year.

By checking this box, I understand that unlawful declarations will result in fines, and I consent to using my electronic signature in lieu of an original signature on paper.

Signature of Declarant

Signature of Business Registry Coordinator

UMBRELLA RIDER FEE - For Resident Commercial businesses, only

The Umbrella Rider Fee is an annual fee paid by a licensed resident business to allow one or more separate businesses to be carried out in the business premises for a maximum of 3 consecutive days without them obtaining a separate business licence. The fee is 50% of the applicable license fee to a maximum of \$300.

Add the Umbrella Rider Fee to my license

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.

Business License #	Tax Roll, If Known	Unit	Street Number and Street Name
Business License #	Tax Roll, If Known	Unit	Street Number and Street Name
Business License #	Tax Roll, If Known	Unit	Street Number and Street Name
Business License #	Tax Roll, If Known	Unit	Street Number and Street Name

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.

Business License #	Tax Roll, If Known	Unit	Street Number and Street Name
Business License #	Tax Roll, If Known	Unit	Street Number and Street Name
Business License #	Tax Roll, If Known	Unit	Street Number and Street Name
Business License #	Tax Roll, If Known	Unit	Street Number and Street Name