



Business Registry
 902-7th Avenue
 Canmore AB, T1W 3K1
 Office: 403-678-1523
businessregistry@canmore.ca

Canmore Commercial Business Licence Application

Section A – Contact Information						
Registered Name of Business:						
Operating As <i>(if different from above):</i>						
Address of Business Premises:		Unit:	Street Number:	Street Name:		
Mailing Address of Business:						
City/Town:		Province/State:	Country:	Postal/Zip:		
Business Website:						
Business Owner(s):						
Phone:			Email:			
Alternative Contact and Position <i>(if different from owner):</i>						
Phone:			Email:			
Section B – Business Profile						
Describe products and/or services:						
Short-term rental property manager? Submit a Rental Property List						
Commercial developer? Size of projects:						
Construction company? Type of build:						
Complete those applicable:	Retail/Other Property Size:	m ²	Food & Beverage # of Seats:	Hotel/Motel/Inns # of Rooms:	Contractor # of Units:	
Intended start date of operations:						
Section C – Micro-Business Declaration - <i>For business operating out of a co-working space, only</i>						
<p>In the matter of the Town of Canmore Bylaw 2024-27, a local business earning less than \$30,000 in gross annual revenue may be eligible for a license fee of \$40. Supporting documentation may be requested deemed necessary. Unlawful declarations will result in fines.</p> <p>Yes, I declare that my business earns gross revenue of less than \$30,000 per year.</p> <p>No, my business earns more than \$30,000 gross per year</p> <p>By checking this box, I consent to using my electronic signature in lieu of an original signature on paper.</p>						
Signature of Declarant		Date	Approver Signature (Town of Canmore Business Registry)			
Section D – Umbrella Rider Fee						
<p>Your business may qualify for an umbrella rider fee. This is to allow one or more separate businesses to be carried out on the business premises for a maximum of 3 consecutive days without them obtaining a separate business license. For example, a band contracted to play in a local bar. Refer to Bylaw 2024-27 for details. Umbrella Rider Fee: 50% of the applicable license to a maximum of \$300.</p> <p>It does not apply to:</p> <ul style="list-style-type: none"> • Businesses that intend to operate from the premises for greater than 3 consecutive days. • Maintenance, repair and construction services. <p>Add the Umbrella Rider Fee to my licence</p>						

Section E – Applicant Statement

I consent to the publishing of my business information as indicated in section A of this application (i.e. business name, website and city of business premises) on the Town of Canmore's online business directory at www.canmore.ca/your-business.

I do not consent the publishing of my business information on the Town of Canmore's online business directory

- I confirm that the information provided in this application form and in supporting documents is correct, and agree to comply with all relevant provisions of the Business Registry Bylaw 2024-27 and other applicable Town Bylaws
- I authorize the Town of Canmore to investigate the validity of my/our stated information as they deem necessary in their sole judgement.
- I acknowledge that the business has complied with all Federal, Provincial, Municipal, and Health Authority licensing, authorization, or registration requirements, including but not limited to AGLC and Alberta Health Services.

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

Signature of Applicant:

Applicant's Name:

Date:

FOIP Notification: Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. The personal information you provide on this form is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. This information will be used for the purposes of administering billing and notifications for the Town of Canmore. This document is used to create your electronic file for the Business Registry. If you have any questions about the collection or use of this information, please contact the FOIP Coordinator, Town of Canmore, 902-7th Avenue, Canmore, AB T1W 3K1, (403) 678-1509.

Other requirements outside of the jurisdiction of the Town of Canmore:

1. Registering your business with the Government. Visit Canada.ca for information.
2. Obtaining and registering a business name in Alberta. Visit Alberta.ca for information.
3. Collecting and remitting the Alberta Tourism Levy. Visit Alberta.ca for information
4. Collecting and remitting GST. Visit Canada Revenue Agency for information.
5. For food establishments. Contact [AHS](#).
6. For new commercial spaces. Contact [Canmore Fire-Rescue](#). Recommended to do so at minimum 30 days in advance of your opening date.
7. For gaming, liquor, and cannabis permits. Contact [AGLC](#).