



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:		Street Address:			
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:					
Commercial developer? Size of projects:					
Construction company?		Type of build:		Commercial	Residential
Complete those applicable:	Retail/Other Property Size:	m ²	Food & Beverage # of Seats:	Hotel/Motel/Inns # of Rooms:	Contractor # of Units:
Intended opening date:					
Section D – Umbrella Rider Fee					
<p>Your business may qualify for an umbrella rider fee. The purpose is to allow one or more separate businesses to be carried out on the business premises for up to 3 consecutive days without them having to obtain a separate business licence. For example, a company facilitating a samples table at a grocery store. Conditions and criteria for eligibility do apply. Refer to Bylaw 2015-02 for details. Umbrella Rider Fee: 50% of your regular invoice 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 D – Micro-Business Declaration					
<p>In the matter of the Town of Canmore Bylaw 2015-02, a local business earning less than \$30,000 in gross annual revenue may be eligible for a reduced licence fee of \$32.50.</p> <p>I, _____ owner of _____ solemnly declares that my business, _____ earns gross revenues of less than \$30,000 per year. I make this solemn declaration, consciously believing it to be true and accurate, knowing that making false claims may result in penalty fines as per Bylaw 2015-02. Supporting documents may be required prior to approval.</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 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 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 2015-02 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 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.