



# APPLICATION FOR BUSINESS LICENCE

Licence #:

5 ST. ANNE STREET  
 ST. ALBERT AB CANADA T8N 3Z9  
 Phone: (780) 459-1618 | Fax: (780) 459-1733  
 licensing@st-albert.net  
 www.stalbert.ca

Businesses in St. Albert are required to have a valid business licence. **Completion of this form does not guarantee approval of a business licence.** Business shall not commence prior to a licence being issued. Licence fees apply to calendar year January 1 to December 31. If the licence is approved, fees are not refundable.

☆ **NAME / TRADE NAME**

(Trade / Operating Name)

\_\_\_\_\_

(Legal or Registered Name)

\_\_\_\_\_

☆ **OPERATING ADDRESS OF BUSINESS**

\_\_\_\_\_

\_\_\_\_\_

Postal Code \_\_\_\_\_

**MAILING ADDRESS** (If different from operating address)

\_\_\_\_\_

\_\_\_\_\_

Postal Code \_\_\_\_\_

**ST. ALBERT RESIDENT BUSINESSES ONLY  
 BUSINESS DIRECTORY**

Free Listing in the City of St. Albert Business Directory  Yes  No

☆ Information indicated with this symbol will be included in the Business Directory

**OWNER / LICENSEE NAME & ADDRESS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code \_\_\_\_\_

Owner Phone: \_\_\_\_\_

**BUSINESS INFORMATION** (WILL BE SHARED WITH EMERGENCY SERVICES)

☆ Contact Name: \_\_\_\_\_

☆ Business Phone: \_\_\_\_\_

Cellular: \_\_\_\_\_

☆ Fax: \_\_\_\_\_

☆ Email: \_\_\_\_\_

☆ Website: \_\_\_\_\_

**EMERGENCY CONTACTS** (Name & Phone Number)

Primary: \_\_\_\_\_

\_\_\_\_\_

Secondary: \_\_\_\_\_

\_\_\_\_\_

☆ **DESCRIPTION OF BUSINESS:** Please provide a brief description of your business operations. (10 words or less)

\_\_\_\_\_

If hazardous materials and/or chemicals are used/stored at business locations, please list.

"Business owners shall be responsible for carrying out the provisions of the Alberta Fire Code. The St. Albert Fire Department, being the Authority having Jurisdiction within the City will conduct periodic inspections of businesses to ensure compliance with the Alberta Fire Code and local fire safety requirements." If you require additional information, please contact the City of St. Albert Fire Department at (780) 418-6069.

If your business licence fee is exempt in accordance with a Statute of the Province of Alberta, Parliament of Canada or a registered association, you are required to provide proof for an exemption.

<b>This area for office use only</b>	Non-Resident <input type="checkbox"/>	Resident <input type="checkbox"/>	Exempt <input type="checkbox"/>	Licence Fee - \$	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
Development Permit	Yes / No				<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard
Health Approval	Yes / No					
Fire Department	Yes / No					
Engineering Department	Yes / No					
Provincial Licence	Yes / No		Inspector's Initials _____	Pick up <input type="checkbox"/>	Mailed <input type="checkbox"/>	Delivered <input type="checkbox"/>
Police Department	Yes / No					
Comments / Conditions:						

**CREDIT CARD PAYMENT:** VISA  MASTERCARD

Credit Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

Authorization Signature \_\_\_\_\_

**X**

**APPLICANT SIGNATURE:**

**Date mm/dd/yyyy**