



Business Licence Bylaw 549, 2002, Appendix A BUSINESS LICENCE APPLICATION

SECTION 1: CONTACT INFORMATION

LEGAL NAME		
TRADE NAME OF BUSINESS: (IF DIFFERENT)		
APPLICANT NAME		TITLE/ROLE
APPLICANT CELL NUMBER	APPLICANT EMAIL	
BUSINESS STREET ADDRESS		BUS. PHONE NUMBER
BUSINESS MAILING ADDRESS	CITY, PROVINCE	POSTAL CODE

SECTION 2: BUSINESS INFORMATION

IS THIS A RENEWAL? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE COMPLETE SECTIONS THAT HAVE CHANGED SINCE LAST YEAR IF NO, PLEASE COMPLETE APPLICATION IN FULL		
RENOVATIONS REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:		
PRODUCT/SERVICE S		
NUMBER OF SQUARE FEET	NUMBER OF EMPLOYEES	PARKING SPACES
HOURS OF OPERATION _____ <input type="checkbox"/> A.M. / <input type="checkbox"/> P.M. TO _____ <input type="checkbox"/> A.M. / <input type="checkbox"/> P.M., _____ THROUGH _____. IF HOURS NOT UNIFORM, PROVIDE DETAILS:		
HAVE YOU OPERATED A SIMILAR BUSINESS BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN WHAT, WHEN AND WHERE:		

SECTION 3: SIGNATURE

I hereby certify that the information provided in this application is true, accurate, and complete to the best of my knowledge.

PRINT OR TYPE NAME	SIGNATURE	DATE
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FOR OFFICE USE ONLY

BUSINESS CATEGORY	
CONDITIONS OF APPROVAL (Sec. 19 of Community Charter, Criminal Record Check, Public Health Act, Liquor Control and Licensing Act, etc.)	
FEE PAID (\$)	APPROVED (DATE)
RECEIPT ISSUED BY	CAO SIGNATURE

Appendix B
BUSINESS LICENCE CATEGORIES

1. AMUSEMENT – includes such businesses as a Pool Hall, Video Arcade, Bowling Alley, Licensed Lounge, Theatre, etc.
2. CONTRACTORS – Equipment or Other including all building trades (roofers, carpenters, electricians, plumbers, etc.)
3. PROFESSIONAL SERVICES – includes such services as a Barber, Hairstylist, Tailor, Photographer, Bookkeeper, Shoe Repair, Fitness Centre, Insurance Broker, Real Estate or Travel Agent, Dry Cleaning and/or Laundry facilities, Bank, Restaurant, etc.
4. PROFESSIONAL PRACTICE – Physician, Dentist, Lawyer, Land Surveyor, etc.
5. RENTAL SERVICES – Hotel, Motel, Apartment Units or Other such as Manufactured Home Pads where more than two are rented.
6. REPAIR SERVICES – Appliance, Equipment, Vehicle and the like when separate from Sales category.
7. SALES – May be combined with 1, 3, 6 above and pay one fee if operating from the same location: Door to Door or by Mail Order, Retail including Automobiles and the like (new or used), Drugstore, Convenience Store, General Store, Hardware Store and the like including Second Hand/newly crafted goods.
8. MOBILE VENDORS – Flea market, garage sale and farmers’ market type of sales.