Canmore Home Occupation Business Licence Application

Section A – Contact Information
Registered Name of Business: *(Can be your legal given name)*
Operating As *(If different from above)*:
Home / Business Address: 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 *(If different from owner):*
Phone: **Email:**

Section B – Business Profile
Describe products and/or services:
Intended start of operations: **Exempt Profession?** *(See website for details)*

Section C – Classification of Business

To determine your home business classification, please answer the following questions:

- Do you have customers coming to your home?

- Do you have employees coming to your home?

- Will the business receive deliveries? If yes, estimated quantity and frequency:

- Do you manufacture or produce goods in your home? (ex. food)

- Do you store materials and equipment on site?

- Do you store or park trailers or commercial vehicles on site?

If you've answered "yes" to one or more of the questions, contact Planning to confirm the classification of your licence. A development permit may be required. Contact Planning via the form available at www.canmore.ca/planning

Section D – Micro-Business Declaration - Complete this section if this applies to your business

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.

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 fines as per Bylaw 2015-02.

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

Signature of Declarant   **Date**   **Approver Signature** (Town of Canmore Business Registry)

Section E – Other Requirements for Bed & Breakfasts

Other requirements outside of the jurisdiction of the Town of Canmore that you should take into consideration:
- Collecting and remitting the Alberta Hotel Tax. Visit Alberta Treasury Board and Finance for information.
- Collecting and Remitting GST. Visit Canada Revenue Agency for information
- Inspection and cleaning of hot tubs, where applicable. Contact Environmental Public Health (Calgary Zone)

Section F – Applicant Statement

I consent to the publishing of my business information as indicated in Section A of this application (i.e. business name and website) 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:**