



Business Registry
902-7th Avenue, Canmore AB, T1W 3K1
businessregistry@canmore.ca

Annual Non-Resident Business License Application

Section A – Contact Information

Registered Name of Business:

(This is the legal name of your business as registered with the province or federal government. If not registered, enter your full legal name.)

Operating Name:

(This is the name your business is known by to customers, if different from your registered name.)

Address of Business Premises: Unit: Street Number: Street Name:

City/Town: Province/State: Country:

Mailing Address of Business:

City/Town: Province/State: Country: Postal/Zip:

Business Website:**Primary Contact:**

(If different from owner)

Position:

Phone:

Email:

Business Owner(s):

Phone:

Email:

Section B – Business Profile and Start Date

Description products and/or services:**Intended start date of operations:**

Exempt Profession? *(See website for details)*

Location of project or operations in Canmore:

Construction company? Type of build:

Photography/Videography business? You might require a film permit too. Visit [Film and Photo](#) for information.

Short-term rental property manager? Submit a [Rental Property List](#) too.

Tourist Home owner? Apply for a [Tourist Home Business License](#) instead.

Section C – Applicant Statement

- I understand that this is an annual licence that renews at the end of the calendar year, and that it is my responsibility to notify the Town of Canmore if I cease operations or make any changes to my 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 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.

(See next page for required application checklist)

Application Checklist

Before submitting your application, please check off each item in the checklist below. Any unchecked or incomplete submissions will be returned.

Applicant	Business Registry Coordinator
<ol style="list-style-type: none">1. Completed all sections on application form<ol style="list-style-type: none">Section A - Filled in detailsSection B - Filled in detailsSection C - Checked box and Signed2. Photography/Videography business - Attached film permit application3. Short-term rental Property Manager - Attached Rental Property List	