



Town of Canmore  
902-7th Avenue  
Canmore, Alberta, T1W 3K1  
Phone: (403) 678-1523  
Email: [businessregistry@canmore.ca](mailto:businessregistry@canmore.ca)

## Account Change Request Form

Business Licence # \_\_\_\_\_

This is a digital fillable form. Please download, complete and return to [businessregistry@canmore.ca](mailto:businessregistry@canmore.ca) for processing.

### BUSINESS INFORMATION - Complete all that apply

#### Business Name Change

Change registered business name: From: \_\_\_\_\_ To: \_\_\_\_\_

Change operating name: From: \_\_\_\_\_ To: \_\_\_\_\_

#### Change of Ownership

**Note:** If business has already changed ownership, do not pay this licence renewal. Business licences are non-refundable and non-transferable between owners per Bylaw 2025-02. Your licence will be canceled, and the new owners must apply for their own licence.

Business named above is or will be under new ownership effective: \_\_\_\_\_

#### New Physical Address of Business Premises (Suite, Street Address, Town/City, Province/State)

##### Important Notes:

1. If you are renting, submit proof of residence or a copy of your commercial lease agreement.
2. If moving to a location outside of your licence type (ex. from a home to a commercial space in Canmore), a new licence application will be needed. Questions? Contact us.

#### New Mailing Address (Suite, Street Address, Town/City, Province/State, Country, Zip/Postal Code)

#### New Business Contact Information (Phone Number, Email Address, Website)

#### New Authorized Contact Person

**Add**      **Remove:**      Contact Name and Position: \_\_\_\_\_

#### Food and Beverage - Number of Seats:

#### Accommodations – Number of Rooms:

#### Business Directory Listing

I consent to the publishing of my business information (i.e. business name, website, and only if a Commercial licence holder, the address of the business premises) on the Town of Canmore's business directory at [www.canmore.ca](http://www.canmore.ca).

I revoke my consent to having my business information published on the Town of [Canmore's online](http://www.canmore.ca) business directory.

### MICRO-BUSINESS LICENCE DECLARATION – For Home Occupation (Class 1 and 2) and Co-working licence holders, only

I declare that my business earns gross revenues of less than \$30,000 per year.

I revoke my micro-business licence since my business earns more than \$30,000 gross per year.

By checking this box, I understand that unlawful declarations will result in fines, and I consent to using my electronic signature in lieu of an original signature on paper.

\_\_\_\_\_  
Signature of Declarant

\_\_\_\_\_  
Signature of Business Registry Coordinator

**UMBRELLA RIDER FEE - *For Resident Commercial businesses, only***

The Umbrella Rider Fee is an annual fee paid by a licensed resident business to allow one or more separate businesses to be carried out in the business premises for a maximum of 3 consecutive days without them obtaining a separate business licence. The fee is 50% of the applicable licence fee to a maximum of \$300.

Add the Umbrella Rider fee to my licence