



Business Registry
902-7th Avenue
Canmore AB, T1W 3K1
Office: 403-678-1523
businessregistry@canmore.ca

Canmore Bed and Breakfast Business Licence Application

Important: You must obtain a Development Permit from the Planning and Development department before applying for a Bed & Breakfast Business Licence. The business must be operated from your primary residence, and your mailing address and business addresses must match.

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 As:

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

Business Address: Unit: _____ Street Number: _____ Street Name: _____
City/Town: _____ Province/State: _____ Country: _____ Postal/Zip: _____

Business Website:**Business Owner(s):**

Phone: _____ **Email:** _____

Primary Contact and Position *(If different from owner):*

Phone: _____ **Email:** _____

Intended start of operations:

Section B - Development Permit Confirmation

- Have you obtained a Development Permit from the Planning and Development Department? Yes No
If "No", please apply for and receive approval before submitting this application
- Development Permit Number: _____
- Date of Approval: _____ DP Expiration Date: _____
(found in Schedule A)
- Attach a copy of the approved Development Permit and Schedule A

Section C – Micro-Business Declaration

In the matter of the Town of Canmore Bylaw 2024-27, a local business earning less than \$30,000 in gross annual revenue may be eligible for a license fee of \$40. Supporting documentation may be requested deemed necessary. Unlawful declarations will result in fines.

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

No, my business earns more than \$30,000 gross per year

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 D – Applicant Statement

I consent to the publishing of my business information as indicated in section A of this application (i.e. business name and business name, website and city of business premises) on the Town of Canmore's online business directory at www.canmore.ca/your-business.

I do not consent the publishing of my business information on the Town of Canmore's online business directory

- I understand that this is an annual licence and that it is my responsibility to ensure all required documentation for operating my business is current and up to date. I also acknowledge that I am responsible for notifying 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.

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)

Application Checklist

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

1. Completed all sections on application form

Section A - Filled in details

Section B - Filled in details

Section C - Selected the applicable options

Section D - Checked applicable boxes

2. Attached copy of approved Development Permit and Schedule A from the Planning Department

3. Attached proof of residence, copy of lease agreement or driver's licence

Applicant

**Business Registry
Coordinator**