



Town of Legal
 5021 50 Street
 T. 780-961-3773
 F. 780-961-4133
 www.legal.ca

BUSINESS LICENCE APPLICATION

Business Bylaw No. 01-2000

Licence # _____

Roll # _____

Permit # _____

Company/ Applicant Information

Business Trade/Operating Name:	Owner Information
Business Name:	Contact Name:
Civic Address:	Contact Phone:
Mailing Address:	Business Information:
	Phone:
Email:	Website:

Please check any applicable categories for your business:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Accommodations & Food Service | <input type="checkbox"/> Banking | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Transportation, Logistics & Warehousing |
| <input type="checkbox"/> Agricultural Service & Supply | <input type="checkbox"/> Child Care Services | <input type="checkbox"/> Personal Services | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Art, Entertainment & Recreation | <input type="checkbox"/> Construction Services | <input type="checkbox"/> Professional Services | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> Automotive Services | <input type="checkbox"/> Health Services | <input type="checkbox"/> Retail | |

Description of Business:

Will your business generate pedestrian and/or vehicular traffic or parking on a daily basis? YES NO

Fee Schedule

Commercial – Local	\$50.00	Home Based Residential	\$75.00
Commercial – Non Residential	\$100.00	Hawkers/Peddlers – Local	\$100.00
General Contractor - Local	\$100.00	Hawkers/Peddlers – Non Residential	\$300.00
General Contractor – Non Residential	\$250.00		

As per Business Bylaw No. 01-2000, a fee reduction of 10% will be processed for all licenses purchased before February 15 of the license year.

Additional Information

The information provided on this application form is being collected for processing according to Business Licence Bylaw No. 01-2000. Personal information collected will be used for the issuance of licences and preparing reports. **It will be treated in accordance with the privacy protection provisions of Part 2, section 33 and 34 of the Alberta Freedom of Information and Protection of Privacy Act (FOIP).** If you have any questions about the collection of information, contact the Town Office at 780-961-3773.

 Applicant Signature

 Date



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HOME OCCUPATION/ HOME BASED BUSINESS QUESTIONNAIRE

Home Based Business Questionnaire (Local)

1. Applicant Name:		2. Business Name:	
3. Do you own the property? <input type="checkbox"/> YES <input type="checkbox"/> NO	4. Do you live at this property? <input type="checkbox"/> YES <input type="checkbox"/> NO	5. Is the property located within a condominium complex? <input type="checkbox"/> YES <input type="checkbox"/> NO	
6. Are there any other Home Occupations at this property? <input type="checkbox"/> YES <input type="checkbox"/> NO		7. Is this Home Occupation an administration office only? <input type="checkbox"/> YES <input type="checkbox"/> NO	
8. Provide a detailed description of what business activities are performed on site:			
9. Is the business presently operating at this property? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES: when did the business commence operations? MM_____ DD_____ YY_____	
10. Is there any outdoor storage on site? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES: what is being stored and where is it stored?	
11. How much space (sq.ft) is required to store equipment, materials, and/or goods? _____ sq.ft.		12. Describe what sales of products or goods are sold on the property:	
13. Do you use the garage for purposes or storage related to the business? <input type="checkbox"/> YES <input type="checkbox"/> NO		13a. If YES, what type of garage is on the property? <input type="checkbox"/> Attached <input type="checkbox"/> Detached <input type="checkbox"/> None	
14. How many visits to the home at one time by: Clients_____ Couriers_____		15. How many visits to the home per week by: Clients_____ Couriers_____	
16. How many client and courier vehicles at one time? _____		17. How many employees/business partners who do not live at the property work on site? _____	
18. What are the periods of operation? Hours : _____ to _____ Days: _____ to _____		19. How many vehicles associated with this business are kept at the property? _____	
20. How many vehicles are registered to the property? _____		21. How many parking spaces are there (including garage and driveway, but not including street parking)? _____	
22. Do you have any vehicles over 5,500kg GVWR associated with this business? <input type="checkbox"/> YES <input type="checkbox"/> NO		22a. If YES, how many vehicles are where are they stored?	
23. Do you have any vehicles and/or equipment (i.e. Bobcats) associated with this business? <input type="checkbox"/> YES <input type="checkbox"/> NO		23a. If YES, what type of equipment? _____ Length? _____	
24. What are the methods of advertising?			
25. Do you wish to erect a sign? <input type="checkbox"/> YES <input type="checkbox"/> NO		25a. If YES, what is the size and location of the sign?	

Notice of Decision: The applicant will be notified of the decision in writing for a development permit application.

Public Notice: Upon approval of Development Permit, Public Notice may be given for the issuance of Development Permits of Permitted Uses, Discretionary uses and/or developments requiring a variance. The details of the development may be advertised in a local newspaper, mailed to adjacent landowners, posted online at www.legal.ca or posted on the subject site.

APPLICANT SIGNATURE

DATE

(for office use only)

Application Form – completed & signed
 Questionnaire Completed
 Receipt for Payment of Fees

MAJOR MINOR HOME OFFICE

Accepted by: _____
 Date: _____
 Signature: _____

