

## BUSINESS LICENSE APPLICATION Out of Town Businesses

New ☐ Change of Information ☐ Reactivate Inactive License ☐

### FOR OFFICE USE ONLY

B.L. #: \_\_\_\_\_ Customer ID: \_\_\_\_\_ Date Received: \_\_\_\_\_

Primary Business Contact/Owner \_\_\_\_\_ Position/Title \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Secondary Business Contact/Owner \_\_\_\_\_ Position/Title \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Position/Title \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Operating Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Unit # Street Address City Province Postal Code

Telephone (business): \_\_\_\_\_

Email Address: \_\_\_\_\_

I agree to receive electronic communication. ☐ Yes ☐ No

Mailing Address: \_\_\_\_\_  
(if different from above)

If this is a change of information what has changed? \_\_\_\_\_

Previous information \_\_\_\_\_

What date will the business begin operation in Sylvan Lake: \_\_\_\_\_

Has this business been previously licensed in the Town of Sylvan Lake? ☐ Yes ☐ No

Is this business registered through the Provincial Registrars Office? ☐ Yes ☐ No

What type of license do you require: ☐ Calendar year (Jan – Dec) - \$350 ☐ Daily - \$50 ☐ Month - \$120

☐ last ½ year (Jul 1 – Dec 31) - \$200 ☐ last ¼ year (Oct 1 – Dec 31) - \$120

For More Information Please Contact:

Town of Sylvan Lake, 5012 – 48 Ave. Sylvan Lake, AB T4S 1G6 (403) 887-2141 (403) 887-3660 fax

The information is being collected under Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under the provisions of the Act



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Would you like to automatically renew your Business License in January? ☐ Yes ☐ No

Does this business do door to door sales? ☐ Yes ☐ No

If "Yes" a copy of the Alberta Direct Sellers Licenses is required.

What is the classification of the business? \_\_\_\_\_

Please provide details of the **full intent/description** of the business:

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### Website Business Directory

**ALL businesses with an "Active" Annual business license will be listed on the Website Business Directory**

To add to your business listing you can supply the following information to [bl@sylvanlake.ca](mailto:bl@sylvanlake.ca)

- Company logo
- Up to 3 photos that depict your business
- Detail description of the business for the public
- Website for the company
- Any social media accounts for the company

- **Failure to complete this application fully and to supply the required information may cause delays in the processing of the application.**
- **Any renovations or signage required for this use may require a separate permit application.**

BY SUBMITTING AN APPLICATION I HEREBY ALLOW THE RIGHT OF ENTRY FOR INSPECTION PURPOSES. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS FULL AND COMPLETE AND IS, TO THE BEST OF MY KNOWLEDGE, A TRUE STATEMENT OF THE FACTS RELATING TO THIS APPLICATION FOR A BUSINESS LICENSE.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Invoice #: \_\_\_\_\_ Receipt \_\_\_\_\_

**Classification:** ☐ OTR – Out of Town ☐ OTRX – Temp ☐ Seasonal

Pro Rated: ☐ Yes ☐ No \_\_\_\_\_ DP #: \_\_\_\_\_ NAICS \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Issue Date

\_\_\_\_\_  
Issued by

\_\_\_\_\_  
Signature

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