



Box 100  
605 – 2 Avenue  
Ma-Me-O Beach, Alberta  
T0C 1X0  
(780) 586-2494  
Fax: (780) 586-3567  
email: information@svofficepl.com

**Please select all applicable:**

- Resident
- Non-resident
- Hawker/Peddler
- Temporary

## **BUSINESS LICENSE APPLICATION and APPLICATION RENEWAL**

Is this a First-Time Application? \_\_\_\_\_ Is this an Annual Renewal? \_\_\_\_\_

Application Fee: \$ 25.00 per Calendar year for renewals, non-resident, temporary and peddlers.  
\$ 100.00 first time resident home business development permit application  
(This amount includes the fee for the first year's Business License)

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Numbers: (res) \_\_\_\_\_ (bus) \_\_\_\_\_ (fax) \_\_\_\_\_

Registered Name of Business: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

### **Section A – To be completed for first-time applications only**

Provide a description of your business including the type and exact nature of the business and what business activities you will be performing at the above noted address.

\_\_\_\_\_  
\_\_\_\_\_

State the number of vehicles and/or heavy equipment that will be used for the proposed business. The make, model and size of vehicles and equipment is also required. If applicable, please also supply a drawing with either the location on the property where they will be parked or whether they will be parked at a different address outside the Summer Village.

\_\_\_\_\_  
\_\_\_\_\_

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For businesses other than a Bed & Breakfast which is self-evident, where will you be meeting with your customers?

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How many business visits per week are expected?

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How many business deliveries per week are expected?

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What will be your hours of operation?

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Are any of the materials or goods required to operate this business considered hazardous?

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If the applicant is not the registered owner of the property, please submit a letter from the registered owner granting you permission to use the property for the proposed business.

\_\_\_\_\_ Letter attached.

**Section B – To be completed for renewals only**

Has anything changed from your previous year's application? \_\_\_\_\_

If so, please describe these changes.

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**Section C – To be completed for all applications**

I, \_\_\_\_\_ of \_\_\_\_\_ am the authorized agent/owner named above and I certify the truth of all statements and representations contained therein.

I/We hereby make application under the provisions of the Business License Bylaw #239 and/or the Land Use Bylaw #291 for a Home Business License.

I understand that the issuance of a License shall not be deemed to be waiver of any of the provisions of the Business License Bylaw, the municipality’s Land Use Bylaw or any other requirements as imposed by Federal or Provincial Statute.

I hereby certify that the above information is correct and acknowledge misleading information may result in the refusal/revocation of such Business License.

I acknowledge that in the event a License is issued, any departure from, or contravention of any provision of the Business License Bylaw could result in the License being revoked or suspended.

I further acknowledge that in the event a License is issued, any departure from, or contravention of the provisions of the Business License Bylaw or any Federal or Provincial Statutes, that there shall be no right of claim whatsoever against the Summer Village of Poplar Bay or any official thereof, and any such claim is hereby expressly waived.

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
*Signature of owner/Applicant*

***Please submit:***

- A copy of your valid Alberta Provincial Business License.***
- A copy of your Food Handling Certification. (if applicable)***
- A copy of your Health Inspection. (as applicable for Home Based businesses)***

<b>To be completed by the Development Officer</b>	
Type of Use: Permitted _____ Discretionary _____ Other _____ (If discretionary or other use, application must be approved by the Development Authority)	
Application Approved: _____ Requires an inspection prior to approval: _____	
_____ <i>Development Officer</i>	_____ <i>Date</i>