



10003-106 Street  
Westlock, Alberta T7P 2K3  
Phone: 780-349-4444  
Fax: 780-349-4436  
planning@westlock.ca

## APPLICATION FOR BUSINESS LICENSE

Please print legibly

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

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

Description of Business: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (Local Bus): \_\_\_\_\_ Phone (other): \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail/Website: \_\_\_\_\_

Is this business operated from Westlock? YES  NO   
(if no, please proceed to next section)

Municipal/Street Address: \_\_\_\_\_

Development Permit No.: \_\_\_\_\_  
(home-based business)

### **Provincial/ Federal Licenses** *(please provide a copy of certificate or license required)*

*(See Compulsory List Attached)*

Compulsory Trade Certificate No.: \_\_\_\_\_

Environmental Public Health Permit No.: \_\_\_\_\_

Alberta Gaming and Liquor License No.: \_\_\_\_\_

Provincial Business License No.: \_\_\_\_\_

Alberta Motor Vehicle Industry License No.: \_\_\_\_\_

Real Estate Council of Alberta License No.: \_\_\_\_\_

Public Liability Insurance: \_\_\_\_\_

***The above information is true and correct, to the best of my Knowledge. This information will be available for public use.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **BUSINESS LICENSE FEES**

**Resident Business License** - \$100.00 each per License Year. January 1 – December 31

**Resident Business** means a Business that is located within the Town of Westlock corporate limits or the geographically areas of Westlock County or the Village of Clyde, by either:

- a) Ownership of the occupied Premise for the purpose of carrying on specified Business or
- b) Leasing Premise for the purpose of carrying on a specified Business and that Business Premises are in compliance with the Town of Westlock Land Use Bylaw.
- c) Compliance with the Town of Westlock Land Use Bylaw is for those Business Premises located with the Town of Westlock Corporate Limits.

**Non-Resident License** - \$200.00 each per License Year. January 1 – December 31

**Non-Resident Business** means any Business that does not have a Premise in which the Business operates out of within the corporate limits of the Town of Westlock or the geographically area of Westlock County or the Village of Clyde.

**Hawker/Peddler** - \$100.00 each per License Year. January 1 – December 31 or  
\$ 35.00 each per day

**Hawker/Peddler** means any Person who goes about the Town selling goods, wares, merchandise, or food products on foot or from a vehicle or trailer, located in any street, or roadway other than at a building which is his permanent place of Business, and where the merchandise is delivered at the time the sale is made.

**Event / Festival License** - \$50.00 per event

**Event / Festival** means carnival, rodeo events, fairs, festivals that are held for a short period of time.

# **Business required to obtain a Provincial and/or Federal Licenses or Trade Certificate**

## **Alberta Business Compulsory or Optional Trade Certificate**

- As per Alberta Government list of Compulsory and Optional Certification Trades  
[www.albertacanada.com/opportunity/immigrating/ainp-srs-compulsory-optional-trades-criteria.aspx](http://www.albertacanada.com/opportunity/immigrating/ainp-srs-compulsory-optional-trades-criteria.aspx)

## **Alberta Gaming Commission**

- Alcohol Sales
- Gaming Establishment

## **Alberta Environmental Public Health Services**

- Bed & Breakfast
- Food Processing; Restaurant or Food Service
- Mobile Vending Unit or Canteen or Food Truck
- Personal Service
- Potable Water Hauling
- Push Cart Vending Unit
- Tattooist

## **Alberta Motor Vehicle Industry License**

- Automotive and Related

## **Provincial Business License**

- Auctions
- Cemeteries
- Cemetery pre-need contract sales and salespersons
- Charitable organizations
- Collection and debt repayment agencies
- Collectors and debt repayment agents
- Cooperatives
- Direct (door-to-door) sellers
- Energy marketing companies and energy marketers
- Employment agencies
- Fund-raising Businesses
- Home Inspection Business
- Home Inspectors
- Monument sales and monument salespeople
- Payday lenders
- Prepaid contractors
- Retail home sales (mobile homes, modular homes, packaged homes)
- Time Share and Points-based Time Share contracts
- Travel clubs

## **Real Estate Council of Alberta License**

- Real Estate Agents
- Real Estate Appraisers
- Mortgage Brokers
- Property Managers