



## BUSINESS LICENSE APPLICATION

Town of Stony Plain  
4905-51 Avenue  
Stony Plain, Alberta  
T7Z 1Y1  
Tel: (780) 963-2151  
Fax: (780) 963-0935

Please visit [www.bizpal.alberta.ca](http://www.bizpal.alberta.ca) to determine if you require additional licenses & permits.

- |  |                                       |   |   |
|--|---------------------------------------|---|---|
| <input type="checkbox"/> New           | <input type="checkbox"/> Resident     | <input type="checkbox"/> Retail/Service   | <input type="checkbox"/> Change of Address  |
| <input type="checkbox"/> Renewal       | <input type="checkbox"/> Non-Resident | <input type="checkbox"/> Contractor       | <input type="checkbox"/> Bus. Name Change   |
| <input type="checkbox"/> Tri-Municipal |                                       | <input type="checkbox"/> Home Occupation  | <input type="checkbox"/> Transfer (\$10.00) |
|  |                                       | <input type="checkbox"/> Special Services |   |
|  |                                       | <input type="checkbox"/> Hawkers/Peddlers |   |

<b>Section 1</b>	<i>Information in this section will be made available to the public to assist in marketing your business through printed directories and web directories (Town of Stony Plain website).</i>		
Legal Business Name:		Bus. Lic.#	
Operating Name:		Acct. #	
Business Address:			
Mailing Address:			
City:		Province:	Postal Code:
Business Phone:		Business Fax:	
Website:		Email:	
Contact Name:		Title:	
Type of Business:		Date Started:	
Description of Product or Service:			
Duration of License ( <b>Peddlers/Hawkers only</b> ): _____ (days)      Daily License      Annual License			
<b>Section 2</b>	<i>Information in this section will not be made available to the public.</i>		
Owner(s) Name:		Position:	
Owner(s) Address:		Res. Phone:	
City:		Province:	Postal Code:
<b>Section 3</b>	<i>Information in this section will not be made available to the public.</i>		
Provincial Business License # (AMVIC) (if applicable):			
Pre-paid Contractors Business License # (if applicable):			
Please supply my name to the Welcome Wagon		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would you like your business name, address, phone number, fax number, email, website and contact name posted on the Town's online business directory?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would like to receive the monthly business newsletter from the Town via the email address provided above?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

<i>For office use only</i>			
<b>Application Date:</b>		<b>Business License #</b>	
<b>Fees:</b>		<b>Development Permit #</b>	
<b>Receipt #</b>		<b>SIC</b>	
<b>Zoning</b>		<b>Rate Code</b>	

The information collected on this form is collected under the authority of the Town Business License Bylaw 2397/LIC/10 and in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of personal information, please contact the FOIP Coordinator at (780) 963-2151.

**License Type:**

<b>Rate Group 1 – Retail &amp; Service Business Fees: Resident \$100.00 Non-Resident \$200.00</b>			
Accounting and Bookkeeping Services	Playschools	Hotels	Refrigeration Services
Advertising	Delivery & Messenger Services	Hot Tub Rentals	Restaurants
Antiques	Desktop Publishing	Inspections	Satellite Services
Appliance, TVs and Repairs	Doors – Overhead	Insurance, Licensing & Registries	Sandblasting
Art Dealers	Door to Door Sales	Interior Decorators	Second Hand Stores
Art Supplies & Instruction	Draftsmen	Jewelry Stores	Secretarial Services
Auctioneer	Dry Cleaners	Kennels	Security Systems
Auto Shop & Repairs	Employment Agencies	Laundromats	Septic Services
Auto Supplies	Embroidery	Lawn Equipment Sales and Service	Shoe Stores
Bakeries	Esthetics	Liquor Outlet	Signage
Banks & Financial Institutions	Estimating Services, Adjustor, Appraiser	Locksmith	Skate Sharpening
Bicycle Sales, Repairs & Rentals	Farm Implement Sales	Lumber Yards	Small Engine Repair
Billiards	Fast Food	Mail Order Service	Spa
Books – New and Used	Feed & Supplies	Management Services	Specialty Items
Bottle Depot	Fencing	Manufacturing	Sports Store
Bus Lines	Fire Equipment	Marketing & Promotional Products	Storage
Cabarets	Firearms & Ammunition Sales	Martial Arts	Stereo & Electronics
Car & Truck Dealership (new and used)	Fish Farming	Massage Therapy	Tailors & Seamstresses
Car Wash	Fitness Centers	Meat Processing	Tanning Salon
Catalogue Orders	Flooring & Tile	Mobile Home Sales	Taxidermists
Catering Services	Florist Shops	Motor Cycle and ATV Sales	Towing & Taxi
Cleaning Services	Food Processing Plants	Movers	Training School
Clothing Stores	Frame Shops	Music Lessons	Travel
Club Lounges	Fuel- Bulk, Keylock & Oil Sales	Newspaper Publications	Tutoring
Collectibles	Funeral Directors & Funeral Services	Office Supplies	Utilities
Collection Agencies	Furniture Sales	Oilfield Services	Upholsterers
Communication Services	Furnace Cleaning	Optical Dispensaries	Vacuum Repairs & Services
Computer Sales & Services	Gift Shops	Orthotics	Vending Distributors
Concessions	Glass Repairs	Pet Supplies & Grooming	Video Productions & Sales
Construction Equipment Sales	Greenhouses	Pharmacies & Drug Stores	Warehouse & Wholesaler
Consultants	Grocery Stores	Photographers & Studios	Watchmakers
Convenience Stores	Hairstylists	Pipeline & Underground Utilities	Warehouse & Wholesalers
Courier Services	Handyman Service	Printers Private Investigators	Water Bulk Sales
Craft Shops	Hardware Stores	Publishing	Water Drilling & Services
Crane Services	Health & Related Services	Real Estate Sales	Water Wineries
Dance Studio	Health Stores	Recreational Vehicle Sales & Service	Woodworking
Day Care Centres and Playschool			
<b>Rate Group 2 – Contractors Fees: Resident \$100.00 Non-Resident \$350.00</b>			
a)	General or Prime Contractors - Includes any person who enters into a contract or contracts for the erection, alteration, cleaning, moving, repair or demolition of buildings or structures within the Town and, without limiting the generality of the foregoing, includes a person who carries on any one or more of the following businesses:		
	1)	Builder or carpenter	
	2)	Excavator, concrete, sidewalk, road, bridge or paving contractor	
	3)	Roofing, siding, stucco, glass installer or insulating contractor	
	4)	Linoleum, floor finishing or rug instillation	
	5)	Painting, decorating, paper hanging, terrazzo or tile contractor	
	6)	Brick, stone mason, structural steel or welding contractor	
	7)	Landscaping or ditching	
	8)	Janitor service, window washing, rug, furnace or chimney cleaners	
	9)	All licensed trades not covered in this or any other rate group	
	10)	Trucking and hauling contractors	
b)	<u>Sub-Contractors or Sub-Trades</u> - Contractors shall include “sub-trades” in all of the areas covered in areas group 2(a).		
<b>Rate Group 3 – Home Business/Occupation Fees: \$50.00</b>			
Any business carried on by a resident in his or her own home in accordance with the Town’s Land Use Bylaw			
<b>Rate Group 4 – Miscellaneous Annual Fees: Resident \$100.00 Non-Resident \$325.00 Daily Rate: \$25.00</b>			
Hawkers, peddlers & door-to-door salespersons and related temporary and mobile salespersons not specifically itemized in other rate groups.			
<b>Rate Group 5 – Special Services Refer to Bylaw 2397/LIC/10 Schedule C</b>			



Roll # \_\_\_\_\_

TOWN OF STONY PLAIN  
LAND USE & BUILDING QUESTIONNAIRE

Shaded Area is for Town Office Use

Development/Building Permit File # \_\_\_\_\_

Development Permit Required: \_\_\_\_\_ Yes \_\_\_\_\_ No LUB District/Zoning \_\_\_\_\_

Development Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Building Permit Required: \_\_\_\_\_ Yes \_\_\_\_\_ No Use: \_\_\_\_\_

Building Safety Codes Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Municipal Address: \_\_\_\_\_

I hereby acknowledge that I propose to operate a business at the address for which I am applying. I provide the following information to determine whether a development or building permit for the land and building use are required. The information provided below is correct.

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

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

Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

Please answer the following questions to assist in the review of your development permit application.

1. **EXPLANATION** – Briefly describe the nature of your business (what type of business is it?)  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you buying an existing business, land or buildings? \_\_\_\_\_

3. **BUILDING OR SITE IMPROVEMENTS** -- Will you be making any improvements, or renovations or tenant improvements to the building or land? If so, please describe them. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **VEHICLES/EQUIPMENT** – Will you use vehicles & equipment in the operation of your business?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many and what type? \_\_\_\_\_  
  
Where will it (they) be parked? \_\_\_\_\_

5. **STORAGE OF MATERIALS** – Will materials and/or equipment be used in the operation of your business?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what are they? \_\_\_\_\_  
\_\_\_\_\_  
  
Where will they be stored? \_\_\_\_\_

6. **DELIVERY OF GOODS** – Will goods or materials used in connection with your business be delivered to your building/property? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what kind are they? \_\_\_\_\_  
\_\_\_\_\_  
  
How often will goods and services be delivered? \_\_\_ Hourly / Daily /Weekly? \_\_\_\_\_

7. Certain types of businesses are required to obtain a license from the Province of Alberta. If you are unsure if your business requires provincial approval, please visit the Service Alberta website at [www.servicealberta.ca](http://www.servicealberta.ca).  
  
Provincial Licensing Required? Yes \_\_\_\_\_ No \_\_\_\_\_  
  
If so, have you obtained the applicable provincial license or started the process? Yes \_\_\_\_\_ No \_\_\_\_\_  
Please provide the Town proof of your provincial license.

**Thank you for your information as it assists our office to determine what permits or other processes s are required.**

*This personal information is being collected for the Town of Stony Plain under the authority of Section 33c of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to collect information regarding Land Use & Building Questionnaire. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-963-2151.*

### Examples of businesses requiring provincial approvals/licensing:

Auctions	Employment Agency
Cemeteries	Fund-raising Businesses
Cemetery Pre-need Contract Business	Home Inspection Business
Cemetery Pre-need Contract Salesperson	Home Inspector
Charitable Organization	Marketing of Gas/Electricity
Collection Agency – Alberta	Monument Business
Collection Agency – Out of Province	Mausoleum
Collector	Payday Loan Business
Cooperative	Prepaid Contractors
Debt Repayment Agency	Retail Home Sales (mobile homes, modular homes, etc.)
Debt Repayment Agency – Out of Province	Time Share & Points-Based Contracts
Debt Repayment Agent	Travel Club
Direct Sellers (Door-to Door Sellers)	

### Other Approval Agencies for particular business types:

Automotive (sales, leasing, repair & consignment sales) **Alberta Motor Vehicle Industry Council**  
Website: <http://www.amvic.org/>

Funerals, Crematory, Columbarium (businesses, directors, embalmers, pre-arranged funeral plans) **Alberta Funeral Services Regulatory Board 1-800-563-4652**  
Website: <http://www.afsrb.ab.ca/default.asp>

Gambling (casinos, raffles, bingos, pull tickets) **Alberta Gaming & Liquor Commission**  
Website: <http://www.aglc.gov.ab.ca/>

Insurance (agents, brokers & adjusters) **Alberta Insurance Council**  
Website: <https://www.abcouncil.ab.ca/>

Real Estate (agents, brokers, mortgage brokers, property managers) **Reals Estate Council of Alberta**  
Website: <http://www.reca.ca/>