

LAC LA BICHE COUNTY BUSINESS LICENCE APPLICATION



This application will be submitted under the provision of the Lac La Biche County *Business Licence Bylaw* No. 22-002 for the purpose of operating the following business.

BUSINESS INFORMATION

Legal Business Name: _____

Operating Business Name: _____

Municipal Business Address: _____

Mailing Address: _____

Business Phone: _____ Website: _____

Email: _____

Incorporation Number & Business Start Date: _____

Owners' Info Name/Email/Phone: _____

Key Contact Name/Email/Phone: _____

Please provide a **brief description** of the nature of your business activities, including the **overall number of employees and the number of employees residing in Lac La Biche County**:

PROVINCIAL/FEDERAL LICENCE (IF APPLICABLE, SEE COMPULSORY LIST ON PAGE 2)

Development Permit: _____ Compulsory Trade Certificate #: _____

Enviro. Public Health Permit #: _____ Real Estate Council of AB #: _____

AGLC #: _____ AB Motor Vehicle Industry Licence #: _____

Fire inspection completed? ☐ Yes ☐ No

If yes, please provide fire inspection file # and date completed: _____

FEES (WAVIED IF SUBMITTED BEFORE JULY 1, 2023)

Please check the box of the fee that best fits your business:

- ☐ Resident Business: \$50 annually
- ☐ Resident Home-Based Business: \$25 annually
- ☐ Resident Hawker and/or Peddler: \$5 per week to a max of \$50 annually
- ☐ Non-Resident Hawker and/or Peddler: \$10/week to a max of \$50 annually
- ☐ Non-Resident Business: \$75 annually

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BUSINESS LICENCE APPLICATION



PAYMENT, BUSINESS DIRECTORY, AND SIGNATURE

Please indicate how you would like to pay the application fee:

- ☐ Invoice
- ☐ Cheque included
- ☐ Credit card authorization (downloadable on laclabichedcounty.com)

Would you like Lac La Biche County to promote your business in the Business Directory, available on our website and in select promotional material? *You may revoke your permission at any time by emailing businesslicence@laclabichedcounty.com.*

- ☐ Yes
- ☐ No

I, _____
(print name), declare the information provided in this application to be accurate, true, and complete in compliance with Lac La Biche County Business Licence Bylaw No. 22-002.

SIGNATURE:

COLLECTION STATEMENT

The personal information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25 (the "FOIP Act"), as amended from time to time, and the Business Licence Bylaw, and will be used to administer the Business Licensing Program. The personal information provided will be protected in accordance with Part 2 of the FOIP Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-623-1747.

COMPULSORY PROVINCIAL/FEDERAL LICENCE LIST

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

ALBERTA GAMING COMMISSION

- Alcohol Sales
- Gaming Establishments

ALBERTA ENVIRONMENTAL PUBLIC HEALTH SERVICES

- Bed & Breakfasts
- 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 LICENCE

- Automotive and Related

REAL ESTATE COUNCIL OF ALBERTA LICENCE

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

PROVINCIAL BUSINESS LICENCE

- Auctions
- Cemeteries
- Cemetery pre-need contract sales and salespersons
- Charitable organizations
- Collection and debt replacement 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 businesses
- 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

SUBMIT YOUR APPLICATION IN ONE OF THREE WAYS:

1. Email the completed form to:
businesslicence@laclabichedcounty.com.
2. Mail the completed form to:
Economic Development & Tourism, Lac La Biche County,
Box 1679, Lac La Biche, AB T0A 2C0.
3. Deliver the form in person to:
Economic Development & Tourism, Lac La Biche County,
McArthur Place, 2nd Floor, Lac La Biche, AB.