

# Business License Application



## BEFORE you begin...

- ♦ Is this Business  New or  Existing?
- ♦ Is this a Home-based Business?  Yes  No

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Business Location (physical address) \_\_\_\_\_

Mailing Address (if different than physical address) \_\_\_\_\_

Town / City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Business Phone # \_\_\_\_\_ Business Fax # \_\_\_\_\_

Business Email address \_\_\_\_\_

Description – what services / products do you offer the customer, and what industry sector do you think best categorizes this business?

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

## CONSENT FOR DISCLOSURE OF BUSINESS INFORMATION

I consent to the listing of my business in the TOWN OF OLDS WEBSITE BUSINESS DIRECTORY and on a publicly-accessible database for Economic Development purposes.

Yes \_\_\_\_\_ Your business will be categorized using NAICS (North American Industry Classification System)  
Signature of Applicant

No \_\_\_\_\_  
Signature of Applicant

Yes  No \_\_\_\_\_ Add your business WEBSITE to your listing (EXTRA \$12 per category)  
Signature of Applicant

## APPLICANT DECLARATION

I certify that the information I have provided is true and accurate, and I agree to abide by all and any Bylaws, Rules and Regulations that now or hereafter may be in force with respect to the same trade, business or calling hereby licensed.

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

\_\_\_\_\_  
Date of Application

The personal information requested on this form is being collected for the purpose of processing your application and is governed, authorized and protected by the Freedom of Information and Protection of Privacy Act (FOIP). By providing this information, you consent to its use for the above purposes. If you have any questions with respect to the collection or release of this information, please contact the Town of Olds FOIP Coordinator at (403) 556-6981.

## FOR OFFICE USE ONLY

- Resident  \$100.00
- Non-Resident  \$200.00
- Temp Resident (2 wks max)  \$25.00
- Temp Non-Res (2 wks max)  \$50.00
- Website Links Fee  \$12.00

Receipt # \_\_\_\_\_ Date \_\_\_\_\_

License # \_\_\_\_\_ NAICS Code \_\_\_\_\_

## CHOOSE YOUR FREE BUSINESS DIRECTORY CATEGORY LISTING

Payment of your Business License Fee includes one free listing in the category of your choice in the Town of Olds Website Business Directory if you so choose.

**Check off the category that best describes your business. Unsure about which category to choose? We can help you select a category.**

- Accountants / Bookkeeping
- Agriculture / Ag Services
- Animal Services/Supplies
- Arts & Crafts / Galleries
- ATVs / Snowmobiles
- Auto Dealers
- Auto Parts/Service
- Beauty Salons/Services
- Bridal Services/Supplies
- Building Contracting/Services
- Building Materials/Supplies
- Business Consulting Services
- Car Washes
- Cleaning Services
- Clothing Sales / Alterations
- Communications / Electronics
- Community / Support Services
- Computer/Internet Sales / Service
- Consumer Services
- Convenience Stores
- Daycare Services
- Educational Services
- Entertainment
- Financial/Insurance Services
- Floral Sales
- Fuel Sales
- Funeral Services/Supplies
- General Excavating
- Gifts / Promotions
- Glass Sales / Installation
- Groceries / Food / Bakeries
- Hotels, Motels, Bed & Breakfast
- Interior Decoration
- Landscaping / Yard Maintenance
- Legal Services
- Manufacturers / Distributors
- Media
- Medical Services / Supplies
- Music Instruction / Supplies
- Oilfield Services / Supplies
- Other
- Painting
- Personal Services
- Photography / Framing
- Plumbing, Heating, Electrical
- Printing / Copy Shops
- Professional Services
- Property Management / Rentals
- Real Estate
- Recycling/Waste Management
- Registry Services
- Rentals (not Property)
- Restaurants / Coffee Shops
- Retail Sales
- Safety Training / Supplies
- Sign Manufacturing / Services
- Sports/Fitness Supplies & Organizations
- Storage
- Training / Employment Services
- Travel
- Trucking / Hauling
- Utility Providers / Services
- Website Design / Services
- Welding Supplies / Services

# Economic Development Business Profile



4512 46 St, Olds, Alberta  
T4H1R5  
Phone 403-556-6981  
Fax 403-507-4856

Business License No: \_\_\_\_\_

**For more information please contact the Economic Development Department at 403-507-4849.**

1. What year was your business first established in Olds? \_\_\_\_\_

2. What is the size of your Business Building Location(s)? (Please indicate if square meters or feet) \_\_\_\_\_

3. How many total Employees does your Business have? \_\_\_\_\_

Please check all that apply: \_\_\_\_\_  Full Time \_\_\_\_\_  Part Time \_\_\_\_\_  Seasonal \_\_\_\_\_  Contract

4. Are you planning to expand your Business in the next 2 to 5 years?  Yes  No

5. Would you like someone from Economic Development to follow up with you?  Yes  No

6. Would you like to be on the Town of Olds Economic Development email list?  Yes  No

7. Do you want your Business listed in the free directory on the Town of Olds website?  Yes  No

8. Please list the Products and Services that your Business offers? \_\_\_\_\_

## **CHANGE OF USE:**

A Change of Use (Development) Permit is required **before any occupancy** of a building after:

- Construction (includes occupancy of new bays)
- Relocation
- Partial Demolition
- Alteration of that building, and/or
- Change in the occupancy of a building (i.e. change from office use to mercantile use), and or
- Opening a new business

If you require a Change of Use (Development) permit, applications can be obtained at the Town of Olds Planning Department which is located at the Town of Olds 4512 – 46 St., Olds, Alberta. Phone 403-556-6981.

The information on this form is collected under the authority of the Business License Bylaw and Section 33 of the Freedom of Information and Protection of Privacy Act and is used solely for purposes related to carrying on a business within the Town of Olds. Please be aware that under the FOIP Act, the information collected on this form may be shared with third parties.