



## **APPLICATION FOR BUSINESS LICENCE**

**(for businesses operating within the corporate limits of the Town of Onoway)**

Box 540, Onoway, AB T0E 1V0  
Phone: 780-967-5338  
Fax: 780-967-3226  
Email: [info@onoway.ca](mailto:info@onoway.ca)  
[www.onoway.ca](http://www.onoway.ca)

**Businesses in Onoway are required to have a valid Business Licence. Completion of this form does not guarantee approval of a Business Licence.**

Business/Operating Name

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

Owner/Licensee Name & Address

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Operating Address of Business

\_\_\_\_\_

Owner Phone \_\_\_\_\_

Mailing Address (if different from operating address)

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

Business Directory:  
Free Listing in Town of Onoway Business Directory and/or Town website.  
*\*Information indicated with this symbol will be included in the business directory and/or on website.*

**Would you like your business information advertised in the Town directory and/or Town website? Yes/No**

Emergency Contacts (Name & Phone Number)

Primary \_\_\_\_\_

\_\_\_\_\_

Secondary \_\_\_\_\_

\_\_\_\_\_

**ANNUAL LICENCE FEES**  
**2020 – \$50.00**

Business Information (shared with emergency services)

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

\*Business Phone \_\_\_\_\_

Cellular \_\_\_\_\_

\*Fax \_\_\_\_\_

\*Email \_\_\_\_\_

\*Website \_\_\_\_\_

Fully describe the operation of the business.

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

What is the proposed trading area?

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

Outline your hours and days of operation.

\_\_\_\_\_

Please specify any type of flammable good that will be required for your business and how you intend to store them.

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

**Business owners shall be responsible or carrying out the provisions of the Albert Fire Code. If your Business Licence fee is exempt in accordance with a Statute of the Province of Alberta, Parliament of Canada or a registered association, you are required to provide proof.**

If hazardous materials and/or chemicals are used/stored at business locations, please list:

Other Comments?

***The Town of Onoway has a vibrant and effective Chamber of Commerce. We encourage you to contact the Chamber to see if joining them would be of benefit to your business. Please phone the below for details.***



**Chamber of Commerce Contact Information**  
**Box 723, Onoway, AB T0E 1V0**  
**PH: 780-967-2550**  
**info@onowaychamber.ca**

**This area if for office use only**

Tax Roll Number \_\_\_\_\_ Licence Fee \$ \_\_\_\_\_ Paid \_\_\_\_\_

Home based \_\_\_\_ Home Occupation: \_\_\_\_ Commercial/Industrial \_\_\_\_ Exempt \_\_\_\_ *(please check one)*

If exempt, please provide proof – Yes/No

Development Permit - Yes/No      Building Permit – Yes/No

Application Date: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Renewal Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Refusal Date: \_\_\_\_\_ Refusal Reason: \_\_\_\_\_

\_\_\_\_\_

Applicant Printed Name                      Applicant Signature                      Date

This personal information is being collected by the Town of Onoway under the authority of Business Licencing Bylaw 749-18 and will be used to administer the Town of Onoway Business Licencing program. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIP Coordinator at 780-967-5338. NOTE: if no Act specifically authorizes the collection of this personal information, then use Section 33 © of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000.