THE CITY OF Red Deer

INSPECTIONS AND LICENSING DEPARTMENT
4914 – 48 Avenue, Red Deer
Phone: 403-342-8190 Email: licensing@reddeer.ca
PO Box 5008 Red Deer, AB T4N 3T4

BUSINESS LICENCE APPLICATION

APPLICATION TYPE:

☐ New Business

☐ Change of Ownership

- Effective date of ownership change: _____

LICENCE TYPE:

☐ Annual Renewable (expires December 31st of each year)

☐ Short-Term (valid for four consecutive months)

- Proposed start date: _____

For businesses operating from a residential address, submission of a Home-Based Business Application (HBA) is required.

BUSINESS INFORMATION

Business Location:
(Unit, Street, City, Postal Code) _____

Businesses operating within the City of Red Deer limits only:

Will there be construction, renovations, or a change of use to the space as part of this application? ☐ Yes* ☐ No

**If yes, a Development Permit and/or Safety Codes Permit may be required prior to licence issuance.*

Is your operating business name a registered Trade Name or Sole Proprietor? ☐ Yes* ☐ No

**If yes, the Legal Business Name below must show exactly as it appears on the Trade Name or Sole Proprietorship registration*

Legal Business Name:
(Name under which income tax is filed) _____

Operating / Advertising / Trade Name(s): _____

☐ Same as Legal Business Name

Mailing Address:
(If different from business location) _____

Email: _____ Phone: _____

ONLINE BUSINESS DIRECTORY INFORMATION

Information in this section will be published in the City's Online Business Directory.

Description of Business Operations: _____

Website: _____

Business Email: _____ Business Phone: _____

The City of Red Deer collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The City of Red Deer is authorized to collect this personal information under section 4(c) of the Protection of Privacy Act and by section 3 of the Municipal Government Act. Please contact the Inspections & Licensing Manager at The City of Red Deer, 4914 48 Avenue, Red Deer, Alberta, or phone 403-342-8190 if you have questions about this collection of information.

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APPLICANT INFORMATION

Name: _____

Mailing Address:
(Unit, Street , City, Postal Code) _____

Email: _____ Phone: _____

BUSINESS DETAILS

1. Number of employees working within the City of Red Deer *(including owner, if applicable)* _____

2. Do you engage in Direct Selling? ☐ Yes* ☐ No
   **If yes, please submit Alberta Direct Sellers Licence*

3. Does your business engage in merchandise sales? ☐ Yes* ☐ No
   **If yes, indicate all that apply:*
   - ☐ Used or second-hand merchandise
   - ☐ Food merchandise
     - Food merchandise type: _____

4. Does the business operate as a contractor? ☐ Yes* ☐ No
   **If yes, please submit copies of all applicable certifications and tickets.*

CHECK AND SIGN TO CONFIRM YOUR ACKNOWLEDGEMENT OF THE TERMS OF THIS APPLICATION.

☐ I acknowledge that all information in this application is correct to the best of my knowledge.

☐ I verify that I am the owner or have received authorization from all property owner(s), to operate a business at the location provided in this application.

☐ I understand the information provided as part of this application will be used in an Online Business Directory.

☐ I verify that I am at least 18 years old or have an agent at least 18 years of age to sign/authorize on my behalf.

☐ I acknowledge that all business operations will comply with the *Business Licence Bylaw 3609/2018*, knowing that failure to comply may result in penalties, suspension, or revocation of my Business Licence.

☐ I acknowledge that this application will be referred to Alberta Safety Codes and Zoning for review and that additional permits or approvals may be required.

_____ _____
Name of Applicant Date of Application

_____
Signature of Applicant

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