

NEW APPLICATION UPDATE INFORMATION

Business License Application (Home-Based)

NOTE: ALL fields on this Application form must be completed before the application can be processed. If any fields are irrelevant to your business, please indicate this by entering "N/A".

BUSINESS INFORMATION					
CONTRACTOR INFORMATION: FIRST TIME APPLICANTS MUST REGISTER IN PERSON AT BUILDING INSPECTIONS, OR PERMIT WILL NOT BE RELEASED. ELECTRICAL REQUIRES MASTERS CERTIFICATE. PLUMBING AND GAS REQUIRES CERTIFICATE OF QUALIFICATION.					
BUSINESS NAME					
BUSINESS TYPE					
STREET ADDRESS		CITY		POSTAL CODE	
MAILING ADDRESS		CITY		POSTAL CODE	
PHONE		FAX			
WEBSITE		EMAIL			
PRIMARY CONTACT INFORMATION					
NAME			TITLE		
PHONE(S)			EMAIL		
SECONDARY CONTACT INFORMATION					
NAME			TITLE		
PHONE(S)			EMAIL		

IN CASE OF AN EMERGENCY AND/OR DISASTER		
Are any DANGEROUS GOOD or CHEMICALS stored at the Business Location? YES NO (IF "YES", PLEASE LIST)		
PROPANE (YES/NO)	GASOLINE (YES/NO)	STORAGE DETAILS:

PRE-REQUISITES	
<ul style="list-style-type: none"> For Home-based operations that involve client interaction, and/or storage of goods, or production of such goods, a Residential Occupation Permit (R.O.) is required prior to issuance of a Business License. Please contact the Planning & Development Department for this permit. If you have an "Office-In-The-Home" (Desk,Phone,Computer), you DO NOT require a Residential Occupation permit. If you have previously obtained the R.O., please provide the following information: 	
<input type="checkbox"/> RESIDENTIAL OCCUPATION	<input type="checkbox"/> OFFICE-IN-THE-HOME
RESIDENTIAL OCCUPATION PERMIT # _____	EXPIRY DATE _____
<i>The Food Establishment Permit or copy of your Health Inspection form issued by the Calgary Health Region, Environmental Health MUST be attached to your application form. (Contact the Health Inspector at 943-2296 should you require more information)</i>	
CALGARY HEALTH REGION # _____	

PROVINCIAL LICENSING	
As a contractor, are you accepting pre-payments from clients? (circle one) YES NO	
If you answered YES to the above, please provide proof of Provincial Licensing	

DECLARATION			
<i>I hereby certify that all information given in this application is true to the best of my knowledge.</i>			
SIGNATURE of BUSINESS OWNER <small>(Application will not be processed, if left blank.)</small>		DATE	

FOR OFFICE USE ONLY			
<input type="checkbox"/> DAY LICENSE <input type="checkbox"/> TRANSFER <input type="checkbox"/> NEW BUSINESS	CODE		LICENSE #
RECEIPT #		AMOUNT PAID	

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 City of Airdrie. Questions about the collection of this information can be directed to the Chief License Inspector, 400 Main ST SE, 403-948-8837. Please be aware that under the FOIP Act, the information on this form may be shared with third parties.

BUSINESS PROFILE FOR ECONOMIC DEVELOPMENT		
<i>For more information or clarification, please contact the Economic Development Department @ 403-948-8844.</i>		
1. What year was your business first established in Airdrie?		
2. What is the total amount of space this business will occupy in your home?		
3. How many total Employees does your Business have? (Both Full and Part Time)		
4. Are you planning to expand your business in the next 2 to 5 years? (circle one)	YES	NO
5. Would you like someone from Economic Development to follow up with you? (circle one)	YES	NO
6. Would you like to be on the City of Airdrie Economic Development eMail List? (for Events, Business Information, etc...) (circle one)	YES	NO
7. Do you want your business (business name, address, website & phone) listed in the free business directory on the City of Airdrie website? (circle one)	YES	NO
8. Do you want your business listed in the free business directory on AlbertaFirst.com? (circle one)	YES	NO
9. Please list Products and Services that your Business offers.		

BUILDING INSPECTIONS INFORMATION
Building permits may be required if renovations are undertaken to accommodate your home-based business. Please contact the City of Airdrie's Inspection Department at 948-8832.

FOR OFFICE USE ONLY		
ITEM	DATE ISSUED/COMPLETE	BY
RESIDENTIAL OCCUPANCY PERMIT		
BUSINESS LICENSE		