

NEW APPLICATION     UPDATE INFORMATION

## Business License & Massage Practitioner Application

**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". City of Airdrie fax #: 403-948-6567

BUSINESS INFORMATION				
FULL NAME		BIRTHDATE		
BUSINESS NAME				
HOME ADDRESS		CITY		POSTAL CODE
BUSINESS ADDRESS		CITY		POSTAL CODE
HOME PHONE		HOME FAX		
BUSINESS PHONE		BUSINESS FAX		

PRIMARY CONTACT INFORMATION			
NAME		TITLE	
PHONE		EMAIL	

IDENTIFICATION DOCUMENT 1			
TYPE		NUMBER	

IDENTIFICATION DOCUMENT 2			
TYPE		NUMBER	

CERTIFICATE INFORMATION			
INSTITUTE		# OF HOURS	

IN CASE OF AN EMERGENCY				
<i>The following information will be used in cases of Emergency and shared with Airdrie Emergency Services. Please list those people that have 24 Hour Access to your Business Location.</i>				
CONTACT NAME 1		PHONE		
KEYHOLDER	YES NO	ALARM PASSWORD	YES NO	PHONE 2
CONTACT NAME 2		PHONE		
KEYHOLDER	YES NO	ALARM PASSWORD	YES NO	PHONE 2
Are any DANGEROUS GOOD or CHEMICALS stored at the Business Location?    YES    NO (IF "YES", PLEASE LIST)				

PRE-REQUISITE	
The Food Establishment Permit or copy of your Health Inspection form issued Alberta Health Services, <b>MUST</b> be attached to your application form. (Contact the Health Inspector at 403-943-2296 should you require more information)	
CALGARY HEALTH REGION #	

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, 2 Highland Park Way NE, 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**

*For more information or clarification, please contact the Economic Development Department @ 403-948-8844.*

1. What Year was your Business established?		
2. What is the size of your Business Building Location(s)? (Please indicate if m <sup>2</sup> or ft <sup>2</sup> )		
3. How many total Employees does your Business have? (Both Full and Part Time)		
4. Does your Business Export any products or services? (circle one) (Provincially, Nationally or Internationally)	YES	NO
5. Are you planning to expand your business in the next 2 to 5 years? (circle one)	YES	NO
6. Would you like someone from Economic Development to follow up with you? (circle one)	YES	NO
7. Would you like to be on the City of Airdrie, Economic Development e-mail List? (for Events, Business Information, monthly e-newsletter, etc...) (circle one)	YES	NO
8. <b>a. Do you want your business listed on the City of Airdrie website? (circle one)</b> <b>b. Do you want your home address published in the business directory?</b>	<b>YES</b> <b>YES</b>	<b>NO</b> <b>NO</b>
9. Please list Products and Services that your Business offers.		

**BUILDING INSPECTIONS INFORMATION**

**OCCUPANCY PERMIT:**

An Occupancy 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)

If you require an Occupancy permit, applications can be obtained at the City of Airdrie's Building Inspections Department, which is located at City Hall: 400 Main ST SE, 403-948-8832. An Occupancy Permit application can also be obtained from our website (<http://www.airdrie.ca/building/forms.cfm>)

**FOR OFFICE USE ONLY**

ITEM	DATE ISSUED/COMPLETE	BY
<b>DEVELOPMENT PERMIT</b>		
<b>BUILDING INSPECTIONS PERMITS</b>		
<b>FIRE INSPECTIONS</b>		
<b>BUSINESS LICENSE</b>		

**CREDIT CARD INFORMATION**

<b>CREDIT CARD TYPE</b>		<b>EXPIRY DATE</b>	
<b>CREDIT CARD #</b>		<b>CSV #</b>	

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