

Planning to do business in Airdrie?

Businesses located outside Airdrie city limits that are operating in or conducting business in Airdrie are required to meet the following requirements before operating in Airdrie.

This includes mobile vendors and temporary sales.

Planning approval 403.948.8848 • planning@airdrie.ca

If your business will be occupying a retail, commercial or industrial unit or bay or portion of such unit or bay, establishing temporarily on outdoor space (including parking of vehicles and mobile vendors), and/or placing signage (including portable signs) on or outside of a building, you may require approval from the City of Airdrie. Please call the department to discuss your permit needs.

Business license approval 403.948.8800 • licensing@airdrie.ca

Every business, occupation or trade (including all home-based businesses) that is carried on with the intention of making profit within City of Airdrie limits requires a business license issued by the City, as regulated by the Business License Bylaw.

Fees: \$200 (renewed annually in January)

Fees are pro-rated to half the fee on July 1

Processing time: 5 business days

Where to apply: Online at www.airdrie.ca or in person

at City Hall or Municipal Enforcement (2 Highland Park

Way NE)

Construction contractors (plumbing, gas, electrical)

Businesses and individuals employing or undertaking construction activities in plumbing, gas and electrical are required to provide a copy of their tickets of qualifications. Without a valid business license, contractors are not able to obtain construction permits.

Massage Therapist Practitioners & Taxi/Limousine business

These businesses have additional requirements, forms and fees.

For more information, www.airdrie.ca/index.cfm?serviceID=1201 or call us.

Temporary licenses

Businesses conducting business in Airdrie for less than 72 hours are eligible to apply for a temporary license (Fee: \$50).

Your business is not permitted to open until you receive these approvals.

Provincial licensing & registration

Certain businesses require provincial licenses. It is your responsibility to identify and meet these requirements.

Alberta Health Services

Businesses storing, selling, serving or processing food are required to hold a valid Food Handling Permit. Most personal service facilities (aesthetics, electrolysis, hair salon, etc.) also require health approval prior to receiving a business license.

For information: 403.912.8400 or www.albertahealthservices.ca and search 'Environmental Public Health'

Alberta Motor Vehicle Industry Council (AMVIC)

Regulates motor vehicle dealers, motor vehicle repair services and auto body shops.

For information: www.amvic.org

Alberta Gaming & Liquor Commission

Businesses selling alcoholic beverages must obtain a liquor license.

For information: www.aglc.gov.ab.ca

Other licenses & regulations

A variety of other business activities, including prepaid contracting, home inspections, bottle depots, insurance, and real estate agents have additional requirements

For information: 1.877.427.4088 or www.servicealberta.ca and search 'Consumer License'

Business resources & assistance 403.948.8844 • economic.development@airdrie.ca

Questions about doing business in Airdrie? For more information, a list of business resources and frequently asked questions, visit www.airdrienow.ca.