



PO Box 10
301 Centre Avenue W
Black Diamond, AB T0L 0H0

2022 Business License Application

Business License #

P: 403-933-4348
F: 403-933-5865
W: www.town.blackdiamond.ab.ca
E: info@town.blackdiamond.ab.ca

- New Application Business Name Change
 Renewal Moved/Address Change
 Charitable/Fundraising
 Special Fees (Change of Owner, Transfer License, Certificate Reprint)

Business License Information

A valid current Business License is required to operate a business within the Town of Black Diamond. This license is also valid for business operations within the Town of Turner Valley. Business licenses are valid until December 31st of each calendar year and are renewed annually. Renewal notices will automatically be mailed to you at the end of each calendar year unless you are applying for a seasonal, monthly, or weekly license, or you notify us otherwise. Renewals not completed by January 31 will be subject to a 20% penalty.

License Information

Resident <input type="checkbox"/> (physical location of business is within Town limits):	Non-Resident <input type="checkbox"/> (physical location of business is outside of Town limits):
License Duration: 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/> Semi Annual *** <input type="checkbox"/> Yearly / Annual <input type="checkbox"/>	
Start date of operation in Town:	End Date of License:

Business Information

Business Name, Company Name or Trade Name (operating as):

Registered or Corporation Name (required if registered):

Previous Business Name (For business name change application only):

Physical Location of Business – Contact Information

Street Address of Business:

Mailing Address (if different than above):

Town/City:	Province:	Postal Code:
Business Phone:	Alternate Phone:	Business Fax:
Business Website:		
Business Facebook:	Business Instagram:	
Legal Description (if known): Lot Block Plan	Roll #:	

Main Business Email:

Primary Business Contact/Owner

Primary Contact Name:

Position/Title:

Phone:	Email:
Secondary Contact Name:	Secondary Contact Phone:
Position/Title:	Email:

Requirements (as applicable)

Please note that copies of all licenses, permits, certificates and other documents of qualification required under this or any other Bylaw or under any statute of Canada or Province of Alberta must be attached to this application (ie. Health Authority Food Establishment Permits, Development Permits, Alberta Gaming and Liquor, AMVIC, etc.)

Alberta Health Services Food Handling Permit <input type="checkbox"/> Alberta Health Services – Personal Services <input type="checkbox"/> AMVIC <input type="checkbox"/> Alberta Gaming, Liquor and Cannabis Commission <input type="checkbox"/> Pre Fire Inspection <input type="checkbox"/>	Hazardous Material on site: <input type="checkbox"/> Gasoline <input type="checkbox"/> Flammable Paint <input type="checkbox"/> Propane <input type="checkbox"/> Other (please specify): _____
Development Permit (Required for change in use, major business, discretionary land use, etc.) DP Effective date: _____ All conditions met: Yes <input type="checkbox"/> No <input type="checkbox"/>	Development Permit Required: Yes <input type="checkbox"/> No <input type="checkbox"/> Development Permit #:
Major Home Occupation <input type="checkbox"/> Minor Home Occupation <input type="checkbox"/>	

Business Directory Listing

The Town of Black Diamond maintains a Business Directory on our website www.town.blackdiamond.ab.ca. All businesses operating in town have the opportunity to be listed in the online Business Directory.

Please list my business in the Black Diamond Business Directory No Yes

Please subscribe me to the Economic Development Coordinator's mailing list No Yes

*If the above boxes are **not checked** you will be excluded from the Town of Black Diamond communications or directory opportunities.
To UNSUBSCRIBE from the Town of Black Diamond's mailing list – please email ShelleyB@town.blackdiamond.ab.ca*

If you checked Yes, please supply us with a description of your business for promotional purposes in 50 words or less:

Entered to
Town
Directory:

Town initial

HELP US BEST DESCRIBE YOUR BUSINESS

All businesses licensed by the Town of Black Diamond currently appear in the business directory on the Town's website at www.town.blackdiamond.ab.ca

Business are currently classified in the categories indicated below. To help us provide the best possible description of your business, please indicate one or two categories that best describe the nature of your business.

<input type="checkbox"/> Accomodations	<input type="checkbox"/> Health & Wellness - Dental
<input type="checkbox"/> Accomodations for Seniors	<input type="checkbox"/> Health & Wellness - Massage
<input type="checkbox"/> Animals/Pet Supplies & Service	<input type="checkbox"/> Health & Wellness - Nursing
<input type="checkbox"/> Arts/Crafts/Gallery	<input type="checkbox"/> Health & Wellness - Optometrist
<input type="checkbox"/> Automotive/RV/ATV	<input type="checkbox"/> Health & Wellness - Yoga
<input type="checkbox"/> Banking /Financial Services	<input type="checkbox"/> Heating/Plumbing/Air
<input type="checkbox"/> Business Services	<input type="checkbox"/> Home Builders/Sub Trades
<input type="checkbox"/> Car Wash	<input type="checkbox"/> Home Improvement
<input type="checkbox"/> Cleaning/Janitorial	<input type="checkbox"/> Landscaping Services
<input type="checkbox"/> Clothing/Boutique	<input type="checkbox"/> Liquor Sales/Brewery/Distillery
<input type="checkbox"/> Communications	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Consignment & Used	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Construction Services	<input type="checkbox"/> Personal Care
<input type="checkbox"/> Construction Services - Excavating	<input type="checkbox"/> Photography
<input type="checkbox"/> Consulting	<input type="checkbox"/> Pools/Spas
<input type="checkbox"/> Daycare	<input type="checkbox"/> Professional Services
<input type="checkbox"/> Drain Cleaning/Hydrovac	<input type="checkbox"/> Real Estate/ Property Mgmt
<input type="checkbox"/> Electrical	<input type="checkbox"/> Sewing
<input type="checkbox"/> Farmer's Market	<input type="checkbox"/> Short Term - Sales
<input type="checkbox"/> Fine Arts Instruction	<input type="checkbox"/> Short Term - Trade
<input type="checkbox"/> Florist/Greenhouse	<input type="checkbox"/> Signage
<input type="checkbox"/> Food Services	<input type="checkbox"/> Sporting Goods/Services
<input type="checkbox"/> Gas & Convenience	<input type="checkbox"/> Storage
<input type="checkbox"/> General Contractor	<input type="checkbox"/> Transportation
<input type="checkbox"/> General Retail/Services	<input type="checkbox"/> Utilities
<input type="checkbox"/> Grocery/Drug	<input type="checkbox"/> Warehouse/Distribution
<input type="checkbox"/> Health & Wellness	<input type="checkbox"/> Waste Mgmt/Recycling
<input type="checkbox"/> Health & Wellness - Alternative	<input type="checkbox"/> Woodworking/Cabinetry

Declaration

I/We hereby make application for a Business License under the provisions of the Town of Black Diamond Bylaw No.09-18 Section 3 recognizing that a business operating within the Town of Black Diamond shall hold a valid business license. Payment of a business license does not constitute approval of the business license. The issuance of a business license by the Town of Black Diamond does not relieve the license holder of the responsibility to comply with all other relevant municipal bylaws and requirements, nor does it excuse violation of any regulation or act which may affect this license. The information contained in this form is being collected under the Freedom of Information and Protection of Privacy (FOIPP) Act for the purpose of processing your business license. If you have any concerns or questions regarding FOIPP, please contact the FOIPP coordinator at vernas@town.blackdiamond.ab.ca or 403-933-4348.

I confirm the information provided herein is true and accurate to the best of my knowledge.

Owner / Company Representative Name (print):

Signature of Owner: _____ Today's date: _____

Payment of business license does not constitute approval of the business Applications will not be processed if required fields are left blank. Signature must be that of the business owner or authorized director for the company. Payments can be made as follows:

<u>In person</u>	<u>By mail</u>	<u>Credit Card (Option Pay)</u>
Black Diamond Municipal Office 301 Centre Avenue W. (upper level) Black Diamond, AB <i>*After hours deposit slot is located left of the upper level doors*</i>	Town of Black Diamond Box 10 Black Diamond, AB T0L 0H0 <i>*Please do not mail cash</i>	www.town.blackdiamond.ab.ca/467/Online-Payments <i>*Visit our website to see applicable fees*</i>

Emailed applications may be submitted to info@town.blackdiamond.ab.ca along with proof of payment by credit card. **Applications will not be processed without payment.**

FOR TOWN USE ONLY

Received By:	Application Complete: Yes <input type="checkbox"/> No <input type="checkbox"/> See Reason below
Fee Paid:	Reason Not Approved:
Receipt #:	
Business License Mailed: Yes <input type="checkbox"/> No <input type="checkbox"/> Date:	Exempt: Yes <input type="checkbox"/> No <input type="checkbox"/> See Reason below
Date License Approved:	Reason Exempt:
Signature of Licensing Officer:	

Business License Fee Schedule

Commercial	Resident	NEW July 1	NEW Oct 1	Non-Resident	NEW July 1	NEW Oct 1
Annual	\$ 150.00	\$ 75.00	\$ 50.00	\$ 250.00	\$125.00	\$84.00
Semi Annual***	\$ 100.00			\$ 125.00		
Monthly	\$ 30.00			\$ 60.00		
Weekly	\$ 15.00			\$ 30.00		

Home Occupation

Public (Major): Business License fees same as Resident fees above						
Non-Public (Minor)						
Annual	\$100.00	\$ 50.00	\$ 33.00			
Semi-Annual***	\$ 65.00					
Monthly	\$ 20.00					
Weekly	\$ 10.00					

Farmer's Markets, Flea Markets, Craft & Trade Shows

1 event per week (May to October)	\$ 150.00
7-day event (consecutive days)	\$ 100.00
2-day event (consecutive days)	\$ 50.00

*** Semi-Annual licenses are valid only for the following periods: January 1 to June 30 or July 1 to December 31 ***