



License Number# \_\_\_\_\_

**Business License Application (Commercial/Retail/Industrial)**

**Business Name:** \_\_\_\_\_  
**Business Type:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Civic Address:** \_\_\_\_\_  
**Website:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Check One:** Proprietor: \_\_\_\_\_, Partnership: \_\_\_\_\_, Corporation: \_\_\_\_\_, Charitable Organization: \_\_\_\_\_

**Primary Contact Information**

**Name/Title:** \_\_\_\_\_  
**Business Phone:** \_\_\_\_\_, **Business Fax:** \_\_\_\_\_  
**Business Cell:** \_\_\_\_\_, **Email:** \_\_\_\_\_

**Secondary Contact Information**

**Name/Title:** \_\_\_\_\_  
**Business Phone:** \_\_\_\_\_, **Business Fax:** \_\_\_\_\_  
**Business Cell:** \_\_\_\_\_, **Email:** \_\_\_\_\_

**IN CASE OF AN EMERGENCY AND/OR DISASTER**

The following information will be used in cases of Emergency or Disaster and shared with Millet Emergency and/or Disaster Services. Please list those people that have 24-hour access to your business location.

**Contact Name #1 -** \_\_\_\_\_, **Phone:** \_\_\_\_\_  
**Key holder:** Yes No / **Alarm Password:** Yes No **Phone 2** \_\_\_\_\_

**Contact Name #2-** \_\_\_\_\_, **Phone:** \_\_\_\_\_  
**Key holder:** Yes No / **Alarm Password:** Yes No **Phone 2** \_\_\_\_\_

Are any DANGEROUS GOODS or CHEMICALS stored at the Business Location? Yes No (If yes; Please List)

List of Materials: \_\_\_\_\_

Storage Details: \_\_\_\_\_

(Storage must comply with the 2018/11 Land Use Bylaw and the 2009/04 Nuisance Bylaw of the Town of Millet)

As a Contractor, are you accepting pre-payments from clients? (circle one) Yes / No  
**(If yes to the above please supply proof of Provincial Licensing)**

Provincial / Federal License # (if applicable): \_\_\_\_\_

Are you exempted from obtaining a Municipal License? (circle one) Yes / No  
**(If yes to the above you must have proof of exemption, please attach a copy of verification)**

**Application FEES**

**Development permit (change in business use): \$ 100.00 non-refundable**

**Discretionary use permits: Additional fee \$ 75.00**

**Building permits may apply:**

**Business License permit fee:**

**Commercial Resident Business \$ 60.00 \_\_\_\_\_ Commercial Non-Resident Business \$ 120.00 \_\_\_\_\_**

**General Contractor \$250.00 \_\_\_\_\_ Hawker & Peddlers \$ 120.00 \_\_\_\_\_**

**Weekly License (any category) \$ 25.00 \_\_\_\_\_ Monthly License (any category) \$ 50.00 \_\_\_\_\_**

**Rental Properties: 3 – 5 \$ 120.00 \_\_\_\_\_, 6 – 10 \$ 240.00 \_\_\_\_\_, 11 & over \$ 450.00 \_\_\_\_\_**

\*\*\*\*\* If a business is a discretionary use in the zoning regulations of the current Land Use Bylaw, a development permit and the business license application will be required. The Municipal Planning Commission Board must approve the application and the appeal period of 21 days be completed prior to issuance of a Business License \*\*\*\*\*

## **Business Profile for Economic Development**

What year was this business first established in Millet? \_\_\_\_\_  
What is the size of your business building? (Please indicate if m2 or ft2) \_\_\_\_\_  
What is the land area of your business location? (Please indicate if m2 or ft2) \_\_\_\_\_  
How many employees does your business have? (Both full and Part Time) \_\_\_\_\_  
Are you planning to expand your business in the next 2 to 5 years? \_\_\_\_\_  
Please list Products and Services that your Business offers. \_\_\_\_\_

How many parking stalls will be provided for clients/customers and delivery trucks? \_\_\_\_\_  
**If parking is required, you must comply with the Land Use Bylaw in effect.**  
Will you require signage for advertising? (circle one) YES NO  
**If yes, you must comply with the Land Use Bylaw in effect.**  
Are you the Owner of the Premises? (circle one) YES NO  
**If no, we require an original letter of authorization from the registered owner to conduct business on premises and placement of signage.**

### **Minimum Requirements: (Must be Completed)**

\_\_\_\_\_ Application Fee  
\_\_\_\_\_ Floor Plan Showing dimensions  
\_\_\_\_\_ Parking requires a site drawing of available parking / on or off-site parking. (if required)  
\_\_\_\_\_ Signage requires a drawing/picture, the shape/size and description of the placement of the sign.  
(if required)  
\_\_\_\_\_ Development Permit application / approval  
\_\_\_\_\_ A brief description of your business activities  
\_\_\_\_\_ An original letter of authorization from the registered landowner (if other than the applicant)

The License Inspector may require an Occupancy Permit in Millet: (if required) Permit # \_\_\_\_\_  
The License Inspector may require a Food Establishment Permit: (if required) Permit # \_\_\_\_\_

### **Freedom of Information & Protection of Privacy Act (FOIP)**

Please indicate below, whether or not you would like your business to be promoted on the Town of Millet website, authorization is required. Information about your business may be published in promotional material and advertising.

**I do / do not wish to have my business advertised on the Town of Millet website.**

**Applicants Print Name:** \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_

**\*\*NOTE:** No license shall be issued to any person, firm or corporation who is indebted to the Town for any debt in default, excluding them from any indebtedness for current taxes only. License to terminate on the 31<sup>st</sup> of December of each business year, unless stated for a shorter period or the license has been sooner cancelled or forfeited. **\*\*\*\*\* I the undersigned,**

- 1 Accept full responsibility that the foresaid information is true and correct.**
- 2 Accept full responsibility for any and all liability related to the day to day conduct of the above stated business.**
- 3 Absolve the Town of Millet of any liability whatsoever, which may result from the day to day conduct of the above stated business.**
- 4 A signature is required prior to issuance of your business license.**

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **OFFICE USE ONLY:**

New Application: \_\_\_\_\_ Renewal: \_\_\_\_\_ Change in Ownership: \_\_\_\_\_

Approved by: \_\_\_\_\_ Refused by: \_\_\_\_\_

Comments: \_\_\_\_\_

Development Permit # \_\_\_\_\_, Business License # \_\_\_\_\_

Date Approved: \_\_\_\_\_, Receipt # \_\_\_\_\_

License Inspector/or Designate Signature: \_\_\_\_\_

Town of Millet, Box 270, Millet, Alberta T0C 1Z0 – Civic Address: 5120 – 50<sup>th</sup> Street, Millet, Alberta T0C 1Z0

Phone: 780-387-4554, Fax 780-387-4459; Web Site: www.millet.ca