



License Number# _____

Business License Application (Commercial/Retail/Industrial)

Business Name: _____
Business Type: _____
Mailing Address: _____
Civic Address: _____
Website/Email _____
Phone # _____, **Fax #** _____

Check One: Proprietor: _____, Partnership: _____, Corporation: _____, Charitable Organization: _____

Primary Contact Information

Name/Title: _____
Contact# _____, **Email:** _____

Secondary Contact Information

Name/Title: _____
Contact# _____, **Email:** _____

IN CASE OF AN EMERGENCY AND/OR DISASTER

The following information may be and shared with Millet Emergency and/or Disaster Services in cases of an emergency. Please list one person that has 24-hour access at your business location.

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

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# _____

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 permits (change in business use): \$ 100.00 non-refundable

Discretionary use permits: Additional fee \$ 75.00

Building permits may apply

Commercial Resident Business \$75.00 _____ **Commercial Non-Resident Business \$150.00 _____**
General Contractor \$250.00 _____ **Mobile Vendor \$120.00 _____**
Weekly License (any category) \$ 50.00 _____ **Monthly License (any category) \$100.00 _____**
Rental Properties: 3 – 5 \$ 130.00 _____, 6 – 10 \$ 250.00 _____, 11 & over \$ 450.00 _____

If a business is a discretionary use in the district regulations of the current Land Use Bylaw, the Municipal Planning Commission Board shall 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 area of your business space? _____
What is the land area of your business location? _____
How many employees does your business have? _____
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

- _____ 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 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 expire on December 31st of each business year; this does not apply to weekly, monthly or cancelled business licenses.

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.**

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 – 50th Street, Millet, Alberta T0C 1Z0

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

Updated: November 27, 2020