



License # _____

Business License Application (Home-Based)

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

Primary Contact Information

Name/Title: _____
Phone: _____, **Email:** _____

Secondary Contact Information

Name/Title: _____
Phone: _____, **Email:** _____

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)

Storage of Materials, Dangerous Goods or Chemicals on Premises: yes / no
Storage must comply with the 2018/11 Land Use Bylaw & the 2009/04 Nuisance Bylaw of the Town of Millet

Application Fees

Development Permit: Home-based businesses range from \$ 75.00 – \$ 200.00 depending on the business use.

Discretionary use permits: Additional \$ 75.00

Building Permits may apply

(Home office does not require a development application)

Business License Fees:

Home Occupation: \$ 100.00 Home Office: \$ 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.

Notes: 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. Yearly licenses shall 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:** _____

Business Profile

What is the total amount of space this business will occupy in your home? _____

How many people will be employed at the residence other than yourself (if any)? _____

How many clients/customers may be coming to your home at one time? _____

How many clients/customers may be coming to your home during an average day? _____

How many clients/customers may be coming to your home during an average week? _____

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.

Is the garage being used for any portion of the business? _____

If yes, for what type of materials and how much space is used? _____

If the garage is being used, does it interfere with parking of residences vehicles? _____

How many commercial vehicles associated with the business are stored on the residential site? _____

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

_____ Development Permit application (if required)

_____ Floor plan showing dimensions

_____ Parking requires a site drawing of available parking/on or off-site parking (if required)

_____ A brief description of your business activities

_____ Signage: drawing/picture, the shape/size and description of the placement of the sign. (if required)

_____ An letter of authorization from the registered landowner (if other than the applicant)

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: _____

OFFICE USE ONLY:

New Application _____ Renewal _____

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