

Application Date: \_\_\_\_\_

Business License Type:

- ☐ Resident Business (operates from the Town of Westlock or Westlock County)  
☐ Non-Resident Business  
☐ Hawker/Peddler (Mobile Vendor)

BUSINESS INFORMATION					
Business Name			Business Legal Name (if different)		
Business Address			City	Province	Postal Code
Business Phone Number		Business Email Address		Business Website	
Business Description					
Business NAICS Classification Code					
<p>Unsure of your NAICS code? Visit <a href="http://www.naics.com/search">www.naics.com/search</a> to identify your NAICS classification code.</p>					
BUSINESS OWNER/OPERATOR INFORMATION					
Owner(s) Full Name(s)			Ownership Type		
Mailing Address			<input type="checkbox"/> Corporation <input type="checkbox"/> Society <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Non-Profit/Charity		
City	Province	Postal Code	Non-Profit/Charity Registration Number (if applicable):		
Phone	Cell		Preferred Method of Contact		
Email			<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail		
			<p>Note: Business owners are required to notify the Town should their contact information change at any time after their initial application..</p>		
COMMUNICATIONS, MARKETING & OTHER LICENSING INFORMATION					
<input type="checkbox"/> Please display my business name and contact information in the Town of Westlock Business Directory.			<input type="checkbox"/> I have included a copy of the required provincial, federal, or other licenses or certificates as required for my type of business (see attached list for reference)		
<input type="checkbox"/> I'd like to provide a copy of my logo for marketing and promotional purposes, including use in the Town's Business Directory.			<input type="checkbox"/> I have received or have applied for the required development and/or building permits for any required occupancy or renovations for my business (applies to storefronts and/or home businesses within Town limits only)		
<input type="checkbox"/> I want to receive communication regarding business programs, incentives and projects from the Town of Westlock.					
<input type="checkbox"/> Please register my business for e-billing for future renewal invoices.					
SIGNATURE					
<p>I/we hereby certify that the above information is true and properly sets out the business which is presently carried on by the applicant, owner, or operator. Approval of this Business Licence does not exempt the applicant from obtaining necessary permits or other approvals required through municipal bylaws, and/or federal and provincial regulations.</p> <p>I/we agree to abide by all provisions of the Town of Westlock Business Licence Bylaw 2024-10.</p>					
Applicant Signature			Applicant Name (Print)		

### OFFICE USE ONLY

License Fee: \_\_\_\_\_ ☐ DB ☐ MC ☐ VISA ☐ CHQ ☐ CASH ☐ ONLINE    Receipt No.: \_\_\_\_\_    License No.: \_\_\_\_\_

### Collection and use of personal information

Personal information is collected under the authority of s. 4(c) of the Protection of Privacy Act and will be used in the management and administration of the Town of Westlock business license and economic development processes. Information related to your license application and/or any licence(s) issued may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of your personal information, contact the Access to Information and Protection of Privacy Coordinator at 780-349-4444.

**ALBERTA COMPULSORY OR OPTIONAL TRADE CERTIFICATE**

- As per Provincial list of [Compulsory and Optional Certification Trades](#)

**ALBERTA GAMING AND LIQUOR COMMISSION ([AGLC](#))**

- Alcohol Sales
- Gaming Establishments

**ALBERTA ENVIRONMENTAL PUBLIC HEALTH SERVICES ([AHS](#))**

- Bed & Breakfasts
- Food Processing: restaurant or food services
- Mobile Vending Unit or Canteen or Food Truck
- Personal Services
- Potable Water Hauling
- Tattooist

**ALBERTA MOTOR VEHICLE INDUSTRY LICENSE ([AMVIC](#))**

- Automotive and Related

**REAL ESTATE COUNCIL OF ALBERTA LICENCE ([RECA](#))**

- Real Estate Agents
- Real Estate Appraisers
- Mortgage Brokers
- Property Managers

**PROVINCIAL BUSINESS LICENCE ([Service Alberta](#))**

- Auctions
- Cemeteries
- Cemetery pre-need contract sales and salespersons
- Charitable organizations
- Collection and debt replacement agencies
- Collectors and debt repayment agents
- Cooperatives
- Direct (door-to-door) sellers
- Energy marketing companies and energy marketers
- Employment agencies
- Fund-raising businesses
- Home inspection businesses
- Home inspectors
- Monument sales and monument salespeople
- Payday lenders
- Prepaid contractors
- Retail home sales (mobile homes, modular homes, packaged homes)
- Time share and travel clubs