

OFFICE USE ONLY

Application No.: APPN- _____ Development Permit No.: _____
 Application Fee: _____ ☐ DB ☐ MC ☐ VISA ☐ CHQ ☐ CSH ☐ ONLINE Receipt No.: _____ Land Use District: _____
 Date Received: _____ Rec'd By: _____ Deemed Complete: _____ DC By: _____

IMPORTANT: THIS IS NOT A BUILDING PERMIT

Any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial, or other Municipal legislation or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

APPLICANT/LANDOWNER INFORMATION

Applicant Name:			Registered Owner Name(s): <i>(If different from Applicant)</i>		
Mailing Address:			Mailing Address:		
City:	Province:	Postal Code:	City:	Province:	Postal Code:
Phone:	Cell:		Phone:	Cell:	
Email:			Email:		

PROJECT LOCATION

Municipal Address			Roll Number			
Lot:	Block	Plan	Section	Township	Range	Meridian

PROPOSED DEVELOPMENT

Existing Use of Land or Building(s) on the Property:
Describe Proposed Development:
Project Value:

SIGNATURE

I/We hereby make application for a development permit under the provisions of the Town of Westlock Land Use Bylaw in accordance with the plans and supporting information submitted herewithin and which forms part of this application.	
I/We agree that in the event of a Development Permit being granted for this application, I/We will comply in all aspects with the conditions subject to which it is granted and any Bylaws or legislation pertinent to this application and the proposed development.	
I/We understand that any development and construction may not proceed prior to permit issuance and any commencement of development or construction prior to permit issuance is subject to penalties and/or a Stop Work Order.	
Applicant Signature	Property Owner Signature
Print Name	Print Name

In order for your Development Permit Application to be deemed complete for acceptance and processing the following information must be provided.

Description of Business

- ☐ Name of Business: _____
- ☐ Description of Business: _____
- ☐ Traffic Impact (number of vehicles per day): _____
- ☐ Days & Hours of Operation: _____
- ☐ Number of Employees: _____ ☐ onsite / ☐ offsite
- ☐ Floor Area Occupied by the Business: _____
- ☐ Location of Business on Property (ie. basement, garage, etc.): _____
- ☐ Type of Items/ Equipment Related to Business (including vehicles) stored on-site: _____

- ☐ Products sold on premises: _____

- ☐ Number of anticipated customers/clients on site at any one time: _____
- ☐ Maximum number of anticipated customers or clients on site per week: _____
- ☐ Number of off-street parking stalls available: _____
- ☐ Business identification sign size and location: _____

Additional Notes

Application Status (TO BE FILLED OUT BY OFFICE STAFF ONLY)

This application was received by the Development Authority and **deemed complete** on:

Date: _____ DA initial: _____

OR

This application was received by the Development Authority and **will be examined for completeness** within 20 days of receipt

Date: _____ DA initial: _____

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 www.naics.com/search 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'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 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.			<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 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)		
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