

# Town of Diamond Valley

## Business Licence Application

Business Licence:
Account Number:
Application Date:

A valid business licence is required to operate a business within the Town of Diamond Valley. Business licenses expire on December 31<sup>st</sup> of each calendar year. A renewal notice will automatically be mailed to you prior to the end of each calendar year unless you are applying for a seasonal, monthly, or weekly license, or you notify us otherwise. The application, supporting documents and payment must be submitted to the municipal office, either by receipt of hard copy or online renewal. Renewals not completed by January 31 will be subject to a 20% penalty.

Licence Information	
<b>Resident</b> <input type="checkbox"/> (physical location of business is <b>within</b> Town limits):	<b>Non-Resident</b> <input type="checkbox"/> (physical location of business is <b>outside</b> of Town limits):
Permit Duration:      One Week <input type="checkbox"/> One Month <input type="checkbox"/> Six Months <input type="checkbox"/> Annual <input type="checkbox"/>	
Start Date of Operation in Town:	Licence Expiry Date:
Business Information	
Business Name, Company Name and/or Trade Name (operating as):	
Registered or Corporation Name (i.e. 12345678 AB Ltd.):	
Physical Location of Business (street address):	
Legal Description (if known): Lot                      Block                      Plan	Roll:
Primary Contact/Owner Name:	Position / Title:
Phone Number:	Email:
Secondary Contact Name:	Secondary Contact Phone:
Mailing Address (if different than above):	
Business Phone Number:	Business Email:
Business Fax Number:	Business Website:
Business Facebook:	Business Instagram:
Prerequisites (as applicable)	
Please note that copies of all licenses, permits, certificates and other documents of qualification required under this or any other Bylaw or under any statute of Canada or Province of Alberta must be attached to this application.	
Development Permit (Required for change in use, major business, discretionary land use, etc.) DP Effective date: _____ All conditions met: Yes <input type="checkbox"/> No <input type="checkbox"/>	Hazardous Material on site: <input type="checkbox"/> Gasoline <input type="checkbox"/> Flammable Paint <input type="checkbox"/> Propane <input type="checkbox"/> Other (please specify): _____
Minor Home Occupation <input type="checkbox"/> Major Home Occupation <input type="checkbox"/>	
Proof of the following may be required for business licence approval:	
Alberta Health Services – Food Handling Permit	Documentation required:      Yes <input type="checkbox"/> No <input type="checkbox"/> Documentation submitted:      Yes <input type="checkbox"/> No <input type="checkbox"/>
Alberta Health Services – Personal Services	Documentation required:      Yes <input type="checkbox"/> No <input type="checkbox"/> Documentation submitted:      Yes <input type="checkbox"/> No <input type="checkbox"/>
AMVIC	Documentation required:      Yes <input type="checkbox"/> No <input type="checkbox"/> Documentation submitted:      Yes <input type="checkbox"/> No <input type="checkbox"/>
Pre-Fire Inspection	Proof of inspection required:      Yes <input type="checkbox"/> No <input type="checkbox"/> Proof of inspection submitted:      Yes <input type="checkbox"/> No <input type="checkbox"/>
Alberta Gaming, Liquor, and Cannabis Commission	Documentation required:      Yes <input type="checkbox"/> No <input type="checkbox"/> Documentation submitted:      Yes <input type="checkbox"/> No <input type="checkbox"/>

# Town of Diamond Valley

## Business Directory Listing

The Town of Diamond Valley maintains a Business Directory on [www.diamondvalley.town](http://www.diamondvalley.town). All annual and seasonal businesses operating in town have the opportunity to be listed in the online Business Directory

**Please list my business in the Diamond Valley Business Directory**

No  Yes

**Please subscribe me to the Economic Development Coordinator's mailing list**

No  Yes

*If the above boxes are not checked, you will be excluded from the Town of Diamond Valley communications or directory opportunities.*

To **UNSUBSCRIBE** from the Town of Diamond Valley's mailing list – please email [info@diamondvalley.town](mailto:info@diamondvalley.town).

If you checked Yes, please supply a description of your business for promotional purposes in (max. 50 words):

Entered to Town Directory:

Town initial

## HELP US BEST DESCRIBE YOUR BUSINESS

All businesses licensed by the Town of Diamond Valley currently appear in the business directory on the Town's website at [www.diamondvalley.town](http://www.diamondvalley.town).

Businesses are currently classified in the categories indicated below. To help us provide the best possible description of your business, please indicate the categories that best describe the nature of your business.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Accommodations                 | <input type="checkbox"/> Farmer's Market                 | <input type="checkbox"/> Manufacturing              |
| <input type="checkbox"/> Accommodations for Seniors     | <input type="checkbox"/> Fine Arts Instruction           | <input type="checkbox"/> Mechanical                 |
| <input type="checkbox"/> Animals/Pet Supplies & Service | <input type="checkbox"/> Florist/Greenhouse              | <input type="checkbox"/> Personal Care              |
| <input type="checkbox"/> Arts/Crafts/Gallery            | <input type="checkbox"/> Food Services                   | <input type="checkbox"/> Photography/Videography    |
| <input type="checkbox"/> Automotive/RV/ATV              | <input type="checkbox"/> Gas & Convenience               | <input type="checkbox"/> Pools/Spas                 |
| <input type="checkbox"/> Banking/Financial Services     | <input type="checkbox"/> General Contractor              | <input type="checkbox"/> Professional Services      |
| <input type="checkbox"/> Business Services              | <input type="checkbox"/> General Retail/Services         | <input type="checkbox"/> Real Estate/Property Mgmt. |
| <input type="checkbox"/> Car Wash                       | <input type="checkbox"/> Grocery/Drug                    | <input type="checkbox"/> Sewing                     |
| <input type="checkbox"/> Cleaning/Janitorial            | <input type="checkbox"/> Health & Wellness               | <input type="checkbox"/> Short Term – Sales         |
| <input type="checkbox"/> Clothing/Boutique              | <input type="checkbox"/> Health & Wellness – Alternative | <input type="checkbox"/> Short Term – Trade         |
| <input type="checkbox"/> Communications                 | <input type="checkbox"/> Health & Wellness – Dental      | <input type="checkbox"/> Signage                    |
| <input type="checkbox"/> Consignment & Used             | <input type="checkbox"/> Health & Wellness – Nursing     | <input type="checkbox"/> Sporting Goods/Services    |
| <input type="checkbox"/> Construction Services          | <input type="checkbox"/> Health & Wellness – Optometrist | <input type="checkbox"/> Storage                    |
| <input type="checkbox"/> Construction Services –        | <input type="checkbox"/> Health & Wellness – Yoga        | <input type="checkbox"/> Transportation             |
| <input type="checkbox"/> Consulting                     | <input type="checkbox"/> Heating/Plumbing/Air            | <input type="checkbox"/> Utilities                  |
| <input type="checkbox"/> Daycare                        | <input type="checkbox"/> Home Builders/Sub Trades        | <input type="checkbox"/> Warehouse/Distribution     |
| <input type="checkbox"/> Drain Cleaning/Hydrovac        | <input type="checkbox"/> Home Improvement                | <input type="checkbox"/> Waste Mgmt/Recycling       |
| <input type="checkbox"/> Electrical                     | <input type="checkbox"/> Landscaping Services            | <input type="checkbox"/> Woodworking/Cabinetry      |
|   | <input type="checkbox"/> Liquor Sales/Brewery/Distillery |   |

# Town of Diamond Valley

## Business Declaration

I hereby make application for a business licence under the provisions of the Town of Diamond Valley Business Licence Bylaw to provide for the regulation and licensing of all businesses operating within the Town of Diamond Valley. Payment of a business licence does not constitute approval of the business licence. The issuance of a business licence by the Town of Diamond Valley does not relieve the licence holder of the responsibility to comply with all other relevant municipal bylaws and requirements, nor does it excuse violation of any regulation or act which may affect this licence. The information contained in this form is being collected under the Freedom of Information and Protection of Privacy Act (FOIPP) for the purpose of processing your business licence. If you have any concerns or questions regarding FOIPP, please contact the FOIPP coordinator at 403.933.4348.

**I confirm the information provided is true and accurate to the best of my knowledge.**

Owner / Authorized Representative (print):

Signature:

Date:

**Payment of business license does not constitute approval of the business licence. Applications will not be processed if required fields are left blank. Signature must be that of the business owner or authorized director for the company. Payments can be made as follows:**

<p><b>In person</b>                  Diamond Valley Municipal Office                  301 Centre Avenue W. (upper level)                  Diamond Valley, AB  <i>*After hours deposit slot is located left of the upper level doors*</i></p>	<p><b>By mail</b>                  Town of Diamond Valley                  Box 10                  Diamond Valley, AB T0L 0H0  <i>*Please do not mail cash</i></p>	<p><b>Credit Card (Option Pay)</b>  <a href="http://www.diamondvalley.town/467/Online-Payments">www.diamondvalley.town/467/Online-Payments</a>  <i>*Visit our website to see applicable fees*</i></p>
<p>Emailed applications may be submitted to <a href="mailto:info@diamondvalley.town">info@diamondvalley.town</a> along with proof of payment by credit card.  <b>Applications will not be processed without payment.</b></p>		

## For Town Office Use Only

Received By:	Application Complete:    Yes <input type="checkbox"/> No <input type="checkbox"/> See Reason below
Fee Paid:	Reason Not Approved:
Receipt:	
Business License Mailed:    Yes <input type="checkbox"/> No <input type="checkbox"/> Date:	Exempt:    Yes <input type="checkbox"/> No <input type="checkbox"/> See Reason below
Date License Approved:	Reason Exempt:
Signature of Licensing Officer:	

## Business License Fees

	Resident	NEW July 1	NEW Oct 1	Non-Resident	NEW July 1	NEW Oct 1
Commercial						
Annual	\$ 150.00	\$ 75.00	\$ 50.00	\$ 250.00	\$125.00	\$84.00
Semi Annual***	\$ 100.00			\$ 125.00		
Monthly	\$ 30.00			\$ 60.00		
Weekly	\$ 15.00			\$ 30.00		
<b>Home Occupation</b>						
<b>Major:</b> Business License fees same as Resident fees above						
<b>Minor:</b>						
Annual	\$100.00	\$ 50.00	\$ 33.00			
Semi-Annual***	\$ 65.00					
Monthly	\$ 20.00					
Weekly	\$ 10.00					