



Box 10  
301 Centre Avenue West  
Diamond Valley, AB T0L 0H0

403-933-4348  
info@diamondvalley.town  
www.diamondvalley.town

## Non-Resident Business Licence Application

A valid business licence is required to operate a business within the Town of Diamond Valley. **Business licences 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 licence, or you notify us otherwise.**

Business Licence:
Account Number:
Application Date:

Licence Information	
<b>Non-Resident</b> (physical location of business is <b>outside</b> of Town limits)	
Permit Duration: One Week <input type="checkbox"/> One Month <input type="checkbox"/> Semi Annual (January to June <b>OR</b> July to December) <input type="checkbox"/> Annual (January to December) <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):	
Primary Contact/Owner Name:	Position / Title:
Phone Number:	Email:
Secondary Contact Name:	Secondary Contact Phone:
Mailing Address (if different than above):	
Main Business Phone Number:	Business Email:
Prerequisites (as applicable)	
Please note that copies of all licences, 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 in order to release an approved Business Licence.	
Hazardous Material on site: <input type="checkbox"/> Gasoline <input type="checkbox"/> Flammable Paint <input type="checkbox"/> Propane <input type="checkbox"/> Other (please specify): _____	
Proof of the following may be required for business licence approval:	
Alberta Health Services – Food Handling Permit	Documentation required: <input type="checkbox"/> Yes <input type="checkbox"/> No Documentation submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No
Alberta Health Services – Personal Services	Documentation required: <input type="checkbox"/> Yes <input type="checkbox"/> No Documentation submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No
AMVIC	Documentation required: <input type="checkbox"/> Yes <input type="checkbox"/> No Documentation submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No
Pre-Fire Inspection	Proof of inspection required: <input type="checkbox"/> Yes <input type="checkbox"/> No Proof of inspection submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No
Alberta Gaming, Liquor, and Cannabis Commission	Documentation required: <input type="checkbox"/> Yes <input type="checkbox"/> No Documentation submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No

## Business Category

<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 – Excavating	<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	

## 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. I understand that this application and accompanying information is public record that is accessible by the public. Upon request to the Town this application and file documentation will be made available for viewing. The personal information collected through the business licence application form is for processing the permit application. This collection is authorized by section 4 (a) and (c) of the Protection of Privacy Act and Section 640(2) of the MGA. For questions about the collection of personal information, please contact the privacy office at [LegislativeServices@diamondvalley.town](mailto:LegislativeServices@diamondvalley.town) or 403-933-4348.

Owner / Authorized Representative (print):

Signature:

Date:

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

<b>Pay in person</b> Diamond Valley Municipal Office 301 Centre Avenue W. (upper level) Diamond Valley, AB	<b>Pay by mail</b> Town of Diamond Valley Box 10 Diamond Valley, AB T0L 0H0 <i>*After hours deposit slot is located left of the upper level doors*</i>	<b>Pay by Credit Card / E-Transfer Info</b> <a href="https://www.diamondvalley.town/589/Payments">https://www.diamondvalley.town/589/Payments</a> <i>*Visit our website to see applicable credit card fees*</i>
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>		

<b>For Town Office Use Only</b>	
Received By:	Application Complete: Yes <input type="checkbox"/> No <input type="checkbox"/> See Reason below
Fee Paid:	Reason Not Approved:
Receipt:	
Business Licence Mailed: Yes <input type="checkbox"/> No <input type="checkbox"/> Date:	Exempt: Yes <input type="checkbox"/> No <input type="checkbox"/> See Reason below
Date Licence Approved:	Reason Exempt:
Signature of Licensing Officer:	
<b>Business Licence Fees</b>	
<b>Commercial Non-Resident</b>	
Annual	\$ 250.00
Semi Annual***	\$ 125.00
Monthly	\$ 60.00
Weekly	\$ 30.00

\*\*\* Semi Annual licences are from January to June OR July to December.

\*\*\* Businesses located outside the boundaries of the Town of Diamond Valley are classed as Commercial Non-resident.

\*\*\* Business licences issued after June 30 can only be issued for Weekly, Monthly or Semi-Annual fee. Licences will not be issued past December 31<sup>st</sup> of the current calendar year.