



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

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

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 31st 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 licence, 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.**

Business Licence:
Account Number:
Application Date:

Licence Information	
Resident (physical location of business is within Town limits)	
Permit Duration: Semi Annual (January to June OR 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):	
Legal Description (if known): Lot	Block
Plan	Roll:
<input type="checkbox"/> Registered Property Owner	<input type="checkbox"/> Authorized Agent
Name:	
Signature:	Date:
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:	Main Business Email:
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.	
Development Permit (Required for change in use, major business, discretionary land use, etc.) DP No.: _____ 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"/>

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 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:

Pay in person

Diamond Valley Municipal Office
301 Centre Avenue W. (upper level)
Diamond Valley, AB
After hours deposit slot is located left of the upper level doors

Pay by mail

Town of Diamond Valley
Box 10
Diamond Valley, AB T0L 0H0
Please do not mail cash

Pay by Credit Card / E-Transfer Info

<https://www.diamondvalley.town/589/Payments>

Visit our website to see applicable credit card fees

Emailed applications may be submitted to info@diamondvalley.town along with proof of payment by credit card. ***Applications will not be processed without payment.***

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 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:	

Business Licence Fees

Commercial Resident & Major Home Occupation		Minor Home Occupation
Annual	\$ 150.00	\$100.00
Semi Annual***	\$ 100.00	\$ 65.00
Monthly	\$ 30.00	\$ 20.00
Weekly	\$ 15.00	\$ 10.00

***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 and must use the Non-Resident Business Licence Application.

***Business licences issued after June 30 can only be issued for the Semi-Annual fee or prorated monthly to the end of the year. Licences will not be issued past December 31st of the current calendar year.