

# SMOKY LAKE COUNTY



Title: <b>Business Licences</b>		Policy No.: <b>13-01</b>
Section: <b>61</b>	Code: <b>P-R</b>	Page No.: <b>1 of 4</b> <b>E</b>

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To outline the procedures and guidelines for the Planning and Development Department for handling requests for Business Licences in Smoky Lake County.
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## Policy Statement and Guidelines:

### 1. STATEMENT:

1.1 Smoky Lake County wishes to issue Business Licences upon request as a service.

### 2. OBJECTIVE:

2.1 Smoky Lake County usually receives a request for a Business Licences when an individual starts a new business, and / or requires proof of their business to qualify for wholesale pricing, banking, or insurance needs.

### 3. DEFINITIONS:

For Interpretation purpose:

3.1 **Business:** A Business, also known as enterprise or a firm, is an organization involved in the trade of goods, services or both to consumers.

3.2 **Business Licence:** A Business Licence is a document that acknowledges that an individual or company operates a business in Smoky Lake County.

3.3 **Consumers:** A consumer is the one who pays to consume goods and services produced.

3.4 **Development Permit:** A Development Permit is a permit issued by Smoky Lake County that authorizes a specified development and includes, where applicable, plans, drawings, specifications or other documents. This permit is separate and distinct from a building permit and / or a business licence.

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Policy Statement and Guidelines:	
<p><b>4. GUIDELINES:</b></p> <p>4.1 Smoky Lake County has no legislative requirement to issue a Business Licence. This is offered only as a public service for businesses.</p> <p>4.2 A Business Licence does not replace a Development Permit under the Land Use Bylaw. Upon review of a business licence request form, the Planning and Development Manager or designate may advise that a Development Permit is required. In this circumstance, a Business Licence cannot be issued prior to the issuance of a Development Permit.</p> <p>4.3 Business licences are issued by Smoky Lake County as acknowledgement of the business operating in the County, and are not to be considered in any way as an endorsement of the business by Smoky Lake County. All risks associated with the operation of a business are the responsibility of the business owner / operator.</p> <p><b>5. PROCEDURES:</b></p> <p>5.1 Upon receipt of a written request as attached <b>Schedule A – Business Licence Request Form</b>, the Planning and Development Manager or designate will issue a Business Licence.</p> <p>5.2 The Planning and Development Manager or designate will consider submitted requests as soon as possible. However, it may take up to 10 working days before a Business Licence is issued.</p> <p>5.3 All licenses issued under this policy will be valid for the calendar year current at the time of issuance of such licence, and will expire on December 31<sup>st</sup> of that calendar year.</p> <p>5.4 The Planning and Development Manager or designate does not inspect the property and relies solely on the information provided in the application form as provided by the applicant.</p> <p>5.5 The Planning and Development Manager or designate will issue the licence in accordance with <b>Schedule B – Business Licence</b>.</p>	

	Date	Resolution Number
Approved	<b>March 20, 2015</b>	<b># 448-15 - Page 11644</b>
Amended		
Amended		



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4612 McDougall Drive  
Smoky Lake, AB T0A 3C0  
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**BUSINESS LICENCE REQUEST FORM**

**Applicant Information**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
City/Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email address: \_\_\_\_\_ Signature: \_\_\_\_\_

**Description of Business Activity**

Business Name: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Business Start Date: \_\_\_\_\_

Located at: *(Please check one of the following)*

- Legal: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ and Part of \_\_\_\_\_ ¼ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ W4M
- Mobile

**Preferred Method of Communication**

Select a method which can be used to advise you that your application has been completed.

- call you for pick up
- mail the decision

**\*\*If a decision has not been picked up within 5 (five) working days, the decision will be automatically mailed to applicant.**

**OFFICE USE ONLY**

Date Received \_\_\_\_\_

Roll Number: \_\_\_\_\_ (if applicable)

Issued Date \_\_\_\_\_

Our File Number: \_\_\_\_\_

Note(s): \_\_\_\_\_

\_\_\_\_\_

**SCHEDULE "B" – to be printed on County letterhead**

# **B U S I N E S S   L I C E N C E**

Licence No. XXX-XX  
Date Issued: Month Day, Year

*This is to*

that \_\_\_\_\_ of \_\_\_\_\_,  
has been approved for a Licence to operate a business as:

**Business Name**

**Business Activity:** \_\_\_\_\_

**Located at:** \_\_\_\_\_

within the limits of Smoky Lake County until from **date of issue to December 31, XXXX** unless this Licence be sooner suspended or forfeited, and this Licence is issued to the said \_\_\_\_\_ and is accepted and held by \_\_\_\_\_ subject to any or all By-laws, Rules and Regulations that are now, or hereafter may be in force, respecting the same or the trade, business or calling hereby license to be carried on.

**SMOKY LAKE COUNTY**

c/s

\_\_\_\_\_  
**Name**  
**Planning and Development Department**