



**Town of Legal**  
 5021 50 Street  
 T. 780-961-3773  
 F. 780-961-4133  
 www.legal.ca

**HOME BUSINESS LICENCE APPLICATION**  
 Business Bylaw No. 01-2000

Licence # \_\_\_\_\_  
 Roll # \_\_\_\_\_  
 Permit # \_\_\_\_\_

New     Renewal     Change of Address/Name/Service(s)

**Company / Applicant Information (\*Mandatory Information Required)**

<b>Business Trade/Operating Name</b>	<b>Owner Information</b>
Business Name*:	Contact Name*:
Operating Address of Business*: (Civic Address)	Contact Phone*:
Mailing Address*:	<b>Business Information</b>
	Phone*:
	Website:

**Please choose any categories that apply to your business**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accommodations & Food Service   | <input type="checkbox"/> Construction Services | <input type="checkbox"/> Professional Services                   |
| <input type="checkbox"/> Agricultural Service & Supply   | <input type="checkbox"/> Health Services       | <input type="checkbox"/> Retail                                  |
| <input type="checkbox"/> Art, Entertainment & Recreation | <input type="checkbox"/> Child Care Services   | <input type="checkbox"/> Transportation, Logistics & Warehousing |
| <input type="checkbox"/> Automotive Services             | <input type="checkbox"/> Manufacturing         | <input type="checkbox"/> Utilities                               |
| <input type="checkbox"/> Banking                         | <input type="checkbox"/> Personal Services     | <input type="checkbox"/> OTHER _____                             |

**Description of Business:**

Will your business generate pedestrian and/or vehicular traffic or parking on a daily basis?     YES     NO

**Permission to Release Information**

Do you wish to have your business listed on the Town of Legal website (complimentary)?     YES     NO  
 Do you give the Town of Legal permission to release business information?     YES     NO

**Fee Schedule**

Commercial - Local	\$50.00	Home Based Residential	\$75.00
Commercial - Non Residential	\$100.00	Hawkers/Peddlers - Local	\$100.00
General Contractor - Local	\$100.00	Hawkers/Peddlers - Local	\$300.00
General Contractor - Non Residential	\$250.00		

*As per Business Bylaw No. 01-2000, a fee reduction of 10% will be processed for all licenses purchased before February 15 of the license year. Any license that is purchased after July 1st of the license year will be pro-rated to one-half the annual fee.*

**Additional Information**

*This personal information is being collected by the Town of Legal under the authority of the Business License Bylaw #01-2010 and pursuant to Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) for the purpose of operating the Town's business license program. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. Please note certain information including, but not limited to, the nature of the license as well as the licensee's name, business address and business telephone number may be disclosed and available for public use in accordance to Section 38 of FOIP. Your personal information will be used to process your application(s) for business licensing purposes, used for business promotion and to provide business notifications. If you have any questions about the collection, contact the FOIP Coordinator at 780-961-3773.*

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date



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# HOME OCCUPATION/ HOME BASED BUSINESS QUESTIONNAIRE

**Home Based Business Questionnaire (Local)**

1. Applicant Name:		2. Business Name:	
3. Do you own the property? <input type="checkbox"/> YES <input type="checkbox"/> NO	4. Do you live at this property? <input type="checkbox"/> YES <input type="checkbox"/> NO	5. Is the property located within a condominium complex? <input type="checkbox"/> YES <input type="checkbox"/> NO	
6. Are there any other Home Occupations at this property? <input type="checkbox"/> YES <input type="checkbox"/> NO		7. Is this Home Occupation an administration office only? <input type="checkbox"/> YES <input type="checkbox"/> NO	
8. Provide a detailed description of what business activities are performed on site:			
9. Is the business presently operating at this property? <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>IF YES:</b> when did the business commence operations? MM_____ DD_____ YY_____	
10. Is there any outdoor storage on site? <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>IF YES:</b> what is being stored and where is it stored?	
11. How much space (sq.ft) is required to store equipment, materials, and/or goods? _____ sq.ft.		12. Describe what sales of products or goods are sold on the property:	
13. Do you use the garage for purposes or storage related to the business? <input type="checkbox"/> YES <input type="checkbox"/> NO		13a. If YES, what type of garage is on the property? <input type="checkbox"/> Attached <input type="checkbox"/> Detached <input type="checkbox"/> None	
14. How many visits to the home at one time by: Clients_____ Couriers_____		15. How many visits to the home per week by: Clients_____ Couriers_____	
16. How many client and courier vehicles at one time? _____		17. How many employees/business partners who do not live at the property work on site? _____	
18. What are the periods of operation? Hours : _____ to _____ Days: _____ to _____		19. How many vehicles associated with this business are kept at the property? _____	
20. How many vehicles are registered to the property? _____		21. How many parking spaces are there (including garage and driveway, but not including street parking)? _____	
22. Do you have any vehicles over 5,500kg GVWR associated with this business? <input type="checkbox"/> YES <input type="checkbox"/> NO		22a. If YES, how many vehicles are where are they stored?	
23. Do you have any vehicles and/or equipment (i.e. Bobcats) associated with this business? <input type="checkbox"/> YES <input type="checkbox"/> NO		23a. If YES, what type of equipment? _____ Length? _____	
24. What are the methods of advertising?			
25. Do you wish to erect a sign? <input type="checkbox"/> YES <input type="checkbox"/> NO		25a. If YES, what is the size and location of the sign?	

**Notice of Decision:** The applicant will be notified of the decision in writing for a development permit application.

**Public Notice:** Upon approval of Development Permit, Public Notice may be given for the issuance of Development Permits of Permitted Uses, Discretionary uses and/or developments requiring a variance. The details of the development may be advertised in a local newspaper, mailed to adjacent landowners, posted online at www.legal.ca or posted on the subject site.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

*(for office use only)*

Application Form – completed & signed  
 Questionnaire Completed  
 Receipt for Payment of Fees

MAJOR  MINOR  HOME OFFICE

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Received Stamp