



TOWN OF BENTLEY
BOX 179
BENTLEY, ALBERTA
T0C 0J0
Phone: (403)748-4044 Fax: (403)748-3213

BUSINESS LICENSE APPLICATION

Business Name or Trade Name: (operating as)

Corporation Name: (if applicable)

Primary Contact Name: _____ **Position:** _____

Secondary Contact Name: _____ **Position:** _____

Business Description:

Physical Location of Business

Street Address or Legal Land Description: _____

City/Town: _____ **Province:** _____ **Postal Code:** _____

Phone: _____ **Fax:** _____ **Cell:** _____

Email: _____ **Website:** _____

Mailing Address of Business: (if different from physical address)

Post Office Box: _____ **City/Town:** _____ **Province:** _____ **Postal Code:** _____

Information About your Business (check applicable categories)

- Resident** Physical location or mailing address is in Bentley
If home based – Development Permit Number _____
- Non-resident** Physical location or mailing address is ***other than*** Bentley
- Home Based Non GST Registered**
- Home Based GST Registered**
- Retail**
- Commercial**
- Industrial**
- Non Profit/Charitable Organization Number** _____
- Term – Door to Door Sales/Peddler** (daily or yearly) (requires proof of a Provincial License)
- Annual** (January to December)

Start Date of Business in Bentley: _____

Number of Employees: **Full time:** _____ **Part Time:** _____

Town of Bentley Business License Application

ALBERTA PROVINCIAL LICENSING OF DESIGNATED BUSINESSES – If you are any of the following business types listed below, you require a Provincial License. A municipal business license cannot be issued until proof of the provincial license is received. Please contact the appropriate agencies as shown.

Housing & Consumer Affairs

Contact Government Services at 310-0000 www.gov.ab.ca

- Auctions
- Collection Agency
- Retail Homes (manufactured homes)
- Charitable Organization
- Direct Seller (door to door)

Provincial License Number _____ (please provide a copy of your license)

Alberta Motor Vehicle Industry Council

Contact 1-877-979-8100 www.gov.amvic.org

- Garages
- Specialty Repair Shops
- Mobile Auto Repair
- Body Shop
- Vehicle Sales
- Consignment Sales

Provincial License Number _____ (please provide a copy of your license)

Real Estate Council of Alberta

Contact 1-888-425-2754 www.reac.ab.ca

- Agent
- Broker
- Property Manager

Provincial License Number _____ (please provide a copy of your license)

Alberta Gaming & Liquor Commission

Contact 1-780-447-8869 www.aglc.ab.ca

- Liquor
- Gambling
- Raffles
- Bingos
- Pull Tickets

Provincial License Number _____ (please provide a copy of your license)

David Thompson Health Region

Contact 403-341-8622 www.dthr.ab.ca

- Approval Granted
- Application Denied

Inspection Approval Form Number _____ (please provide a copy of your approval)

Instruction For Completion
Town of Bentley Business License Application

Type of Business – check the appropriate box

Business or Trade Name (operating as) – please give name of business

Corporation Name – give name if applicable

Primary Contact Name – this information is dependent on what type of business you operate:

- ✓ Proprietorship – Name of Owner
- ✓ Partnership – Name of Partners
- ✓ Limited Partnership – Name of Partners
- ✓ Corporation – Name of shareholder(s) and/or director(s) – provide a copy of your Corporation Registration

Secondary Contact (if applicable) – provide the name and position of the person in charge of the day to day operations of your company.

Business Description – use a description that best describes your business. This gives us a good sense of what you do and how to designate your business according to the Standard Industrial Classification System.

Physical Location of Business – this is where your business is physically located. If you are located in a rural area provide your legal land description.

Mailing Address of Business – complete if your mailing address differs from the actual physical location.

About Your Business – please check the appropriate boxes. If your physical location is “Bentley” you are considered a “Resident Business”. Otherwise, you are classified as a “Non-Resident” business. Also, if you are a home-based business indicate whether or not you are GST registered.

Please note: If you are a **Home Based Resident** business, provide your Development Permit Number. If you do not have a Development Permit, please start this process with the Town of Bentley. You are required to have a Development Permit if you are operating a business within a residential area. Your business license will be issued once compliance is confirmed with the Development and Planning Officer.

Start Date of Business in Bentley – when did you start operating in Bentley?

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