

## Business License Application

### 1. APPLICATION

- New Business License Application
- Change of existing Business License (\$25.00):
- Location       Name       Ownership       Type

### 2. GENERAL INFORMATION

#### (a) Business Name and Address

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

Business Location Address: \_\_\_\_\_

Business Mailing Address, if different: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

#### (b) Owners Information

Name of Business Owner: \_\_\_\_\_

Address of Business Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Alternate Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

#### (c) Agent or Manager Information:

*[Business Agent or Manager contact information, if different from above]*

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Alternate Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

#### (d) Business Information:

Description of Business Activity:

\_\_\_\_\_

\_\_\_\_\_

Number of persons working in the business:    Owner(s): \_\_\_\_\_    Employees: \_\_\_\_\_

Have you previously had a District business license:     Yes     No

(e) Business License Changes (\$25.00):

The Business License is being changed as follow:

- New Location of Business Premises: \_\_\_\_\_
- New Business Name: \_\_\_\_\_
- New Type of Business: \_\_\_\_\_
- New Terms or Conditions of Business License: \_\_\_\_\_

**4. ACCOMMODATION RENTAL UNITS (Located in R5, C1, C3, C4 Zones and/or Bed and Breakfast)**

- (a) Type of rental units: \_\_\_\_\_
- (b) Number of rental units: \_\_\_\_\_

**5. HOME BASED BUSINESS DECLARATION**

*[If you are applying for a Home Based Business License, you must read and sign this declaration.]*

Home Based Businesses must comply with the following regulations:

1. No outdoor storage of material associated with the home based business is permitted.
2. A maximum of one (1) sign per parcel is permitted when advertising a home based business and shall not exceed 24" x 24" (4 sq ft) in area and shall not be illuminated.
3. The home based business shall be carried out wholly within a dwelling or permitted accessory building.
4. No retail sales other than the sale of goods produced on the premises is permitted.
5. Up to one (1) person, in addition to family members residing in the dwelling, may be engaged in the home business.
6. The home based business shall not occupy more than 50 m2 of the dwelling and accessory building.
7. The home based business shall not occupy more than 25% of the gross floor area of the dwelling.
8. A home based business may not include:
  - a) Stables, kennels or animal breeding operations;
  - b) Restaurants;
  - c) Parking or storage of commercial, industrial or construction equipment and material;
  - d) Vehicle or equipment repair and maintenance;
  - e) Metal fabricating;
9. No commercial vehicles exceeding 4,500 kg licensed gross vehicle weight are permitted to be parked or stored on the parcel unless completely enclosed within a building.
10. A maximum of one commercial vehicle used for the home based business is permitted on the parcel unless completely enclosed in a building.
11. A person operating a home based business shall possess a District of Logan Lake Business License.

I agree to abide by the above regulations regarding my home based business.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**6. BUSINESS LICENSE DELCARATION**

*[All applications must be signed]*

**IT IS AN OFFENCE TO MAKE A FALSE DECLARATION**

I declare that the above statements of facts are correct in accordance with the particulars of this application. Neither I nor my business has had any previous business license revocation, suspensions or convictions with regards to the operation of any business. I agree to comply with all applicable District of Logan Lake bylaws, the provisions of the Community Charter and all related Provincial and Federal codes, acts and regulations.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent or Manager

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

- Home Based Business
- Resident Business
- Non-Resident Business

Approvals	Approved by:	Date:	Comments:
Zoning:	_____	_____	_____
Fire Inspection:	_____	_____	_____
Health:	_____	_____	_____
Other:	_____	_____	_____
Issued this _____ day of _____, 20_____.			
License Inspector: _____		Fees Paid: _____	