

# Mackenzie County ANNUAL BUSINESS LICENSE APPLICATION

## Type of Application:

New       Renewal       Change of Address/ Ownership       Out of Town

## Application Information:

Applicant Name (Business Owner): \_\_\_\_\_

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

City: \_\_\_\_\_ Cell: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Physical Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Cell: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web-Page: \_\_\_\_\_

## Business Information:

Description of Business: \_\_\_\_\_

Number of Employees:      Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Seasonal: \_\_\_\_\_

Year of Establishment: \_\_\_\_\_ Development Permit Number: \_\_\_\_\_

## Optional Information:

Business Hours: \_\_\_\_\_

Where is your business being conducted? (applies to business' not within the County boundaries):

Primary Contact (if different from above):

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



**Declaration:**

*I declare that the information on this application is, to the best of my knowledge, factual and correct. Businesses with the exception of exemptions listed in the Business License Bylaw doing business within the Mackenzie County are required to have a business license. Licenses apply to a one year period between March 1<sup>st</sup> and the last day of February. Along with this business license you may also be required to obtain a development and/or building permit.*

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

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

Registered Business  
Owner Name: \_\_\_\_\_

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

- I hereby agree to comply with the Annual Business Licensing (ABL) Bylaw issued by Mackenzie County and to any laws, rules, regulations and policies that relate to this Bylaw.
- Application fee as per Fee Schedule Bylaw.
- The licensee must notify the County immediately of any changes or amendments to the business or to the ownership of the business.
- For any further questions and/or information, please refer to the ABL Bylaw or call the Mackenzie County office.

**For Administrative Use Only:**

Business License Number: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

License Fee: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Certificate Issued: \_\_\_\_\_

Date  
Received: \_\_\_\_\_ Signature: \_\_\_\_\_

**App: V4 Jan 15**

