



315 Jespersen Ave
 Spruce Grove, AB T7X 3E8
 Phone: 780-962-2611
 Fax: 780-962-1062

Business Hours:
 M-F: 8:30 a.m. – 12:00 p.m.
 1:00 p.m. – 4:30 p.m.

BUSINESS LICENCE RENEWAL NOTICE

Licence No.: 2010030461
 November 26, 2019

Current Business Licence Number: _____ **(found on Business Licence Renewal Notice)**

- Fill out all fields on the form below.
- Sign and date the form.

In Person to: Planning and Development
 414 King Street
 Spruce Grove, AB

Email to: permits@sprucegrove.org

Fax to: 780 962-1062

Mail form to: City of Spruce Grove
 Attention: Planning and Engineering
 315 Jespersen Ave
 Spruce Grove, AB T7X 3E8

- NO FEE REQUIRED IF RECEIVED ON OR BEFORE January 15, 2020** with no change to
a) nature of business b) owner c) location

Your business licence will be emailed (if email provided) or mailed to the business mailing address noted below.

HOME OCCUPATION DEVELOPMENT PERMIT APPLICATIONS ONLY		
Yes	No	Will there be any materials, goods or finished products stored outside the dwelling? (in attached/detached garage, shed, yard, utility trailer)
Yes	No	Will there be any business visits to the property? (including couriers)
Yes	No	Will there be any non-resident employee visits to the property? (not residing in the home)
Yes	No	Are you the legal owner of the property? (If not, please attach a Letter of Authorization from the property owner)

BUSINESS INFORMATION		For statistical info only
Legal/Corporate Name (If you do not have a Registered Corporation, please enter your First and Last Name):		No. of Full-time Employees:
Operating/Trade Name:		No. of Part-time Employees:
Business Description:		<input type="checkbox"/> Business is a franchise
NAICS Code:	The City of Spruce Grove classifies businesses by the North American Industry Classification System (NAICS). A list of NAICS Codes can be found at: http://www.statcan.gc.ca/subjects-sujets/standard-norme/naics-scian/2012/index-indexe-eng.htm	
Business Email:	Phone:	Fax:

PHYSICAL ADDRESS			
Suite:	Street Address:	Street Name:	
City:	Province/State:	Postal/Zip Code:	Country

BUSINESS MAILING ADDRESS			<input type="checkbox"/> SAME AS PHYSICAL ADDRESS
Address Line 1:	City:	Province/State:	
Address Line 2:	Postal/Zip Code:	Country:	

Mailing Address
 315 Jespersen Ave
 Spruce Grove.

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a business licence. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.



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DO YOU WANT YOUR BUSINESS LISTED IN THE ONLINE BUSINESS DIRECTORY? YES NO

Include the following information:

Physical Address Business Mailing Address Business Phone / Fax Business Email

Web Site Address:

Detailed Business Description:

PROVINCIAL LICENSING

Please check all that apply to your business and provide provincial licence numbers for each.

Alberta Gaming and Liquor Commission (AGLC)	Licence No.:
Food Establishment Examples: Serving, preparing, or selling food	Licence No.:
Automotive Services Examples: sales, leasing, repair, consignment sales	AMVIC Licence No.:
Contractor accepting pre-payments from clients	Licence No.:
Door-to-Door Sales	Licence No.:
Family Care Services Examples: adult care home, family day home, daycare, before/after school care, etc.	Licence No.:
Fund-raising / Non-profit Business	Registration No.:
Health and personal care services Examples: massage therapy, body piercing, esthetics, tanning, tattoo, fitness, hairstyling, etc.	Licence No.:
Home Inspection Business	Licence No.:

BUSINESS CONTACT DETAILS

Contact Name:	Position:	
E-mail:	Phone:	Fax:

AFTER HOURS EMERGENCY CONTACT SAME AS BUSINESS CONTACT

Name:	Phone:	Cell:
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I hereby certify that the above information is true and properly sets out the business which is presently carried on by the applicant, owner, or operator as the case may be. Approval of this Business Licence does not exempt the applicant from obtaining necessary permits required through Municipal Bylaws and Provincial Statutory Regulations.

Applicant Name

Position

Applicant Signature

Date

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