



**Planning and Development**  
**414 King Street, Spruce Grove, AB**  
 Phone: 780-962-7582  
 Fax: 780-962-1062

# BUSINESS LICENCE APPLICATION

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

Bus Licence #

Resident Licence (business located within the CoSG)\*\* **(\$260)**  
 Non-Resident Licence (business located outside the CoSG) **(\$425)**  
 TRI-Municipal Licence\* **(+\$50 applicable to resident licence only)**  
 Temporary Licence (up to 5 consecutive days): Start Date: \_\_\_\_\_  
 (ie trades must complete work and call for inspection within this 5 day period)  
 Change of Information (ie location, owner, contacts..fees may apply)  
 (CoSG – City of Spruce Grove)

\*\*If your business is moving into a former occupied **commercial/industrial** space, please provide type of business previously operating out of that location

\*Businesses located within the City of Spruce Grove are eligible to purchase a TRI-Municipal licence, which allows them to conduct their business within the Town of Stony Plain and Parkland County.

**Have you had a Business Licence with the City of Spruce Grove before?** Yes No

## 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

Legal/Corporate Name of Business (If you do not have a Registered Corporation, please enter your First and Last Name):

Operating As/Trade Name (include Franchise # if applicable):

Business (Activity) Description:

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 here: <https://www.naics.com/>

Business Email:

Business Phone:

Business Fax:

## PHYSICAL ADDRESS

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

## BUSINESS MAILING ADDRESS (same as physical address)

Address Line 1:	City:	Province/State:
Address Line 2:	Postal/Zip Code:	Country:

## 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:

## Mailing Address

315 Jespersen Ave  
 Spruce Grove, AB T7X 3E8

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.

# BUSINESS LICENCE APPLICATION

Page 2 of 2

Online Business Directory Description:

<b>Will there be any renovations/alterations done with the new business? (Required Field)</b>	Yes	No
<b>If "Yes", what is the market value of the renovations/alterations for your new business?</b>	\$	

## BUSINESS CONTACT DETAILS

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

## AFTER HOURS EMERGENCY CONTACT (same as business contact)

Name:	Phone:	Cell:
-------	--------	-------

## WORK LOCATION IN SPRUCE GROVE (TEMPORARY LICENCE APPLICATIONS ONLY)

Provide Street Address:

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 (application is not valid without a signature)

Date

Submit this application to [permits@sprucegrove.org](mailto:permits@sprucegrove.org) for review and processing, please allow up to three business days (may vary based on volume)

Last Updated March 2021

### Mailing Address

315 Jespersen Ave  
Spruce Grove, AB T7X 3E8

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 license. 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.