



## Business Licence Process

### What Licence do I need to operate a Business in Crowsnest Pass?

All businesses that operate within Crowsnest Pass must hold a valid Business Licence. A business may be any trade, profession, occupation, industry, employment carried on for the purpose of profit or gain and invoicing for goods and services; and any activity providing goods and/or services whether or not for profit and however organized or formed, including a co-operative or association of persons. An application form may be picked up at the Municipal Office, or online at [www.crowsnestpass.com](http://www.crowsnestpass.com).

A Development Permit may also be required.

For a list of exemptions please refer to Business Licence Bylaw 842, 2012.

Businesses that operate without a valid license are in contravention of Bylaw 842, 2012 and may be subject to a penalty in an amount not less than \$500.00. If your business is no longer active it is your responsibility to notify the Municipality in writing and we will remove your business from our directory.

### Why do I need a Development Permit?

When an application is received for a business which will operate within Crowsnest Pass, the Development Officer must first confirm that the business premises meets the provisions of the Land Use Bylaw.

If a valid Development Permit is already on file for the type of use which is being proposed, a new one will not be required.

### Non-residential Properties:

If the proposed business is a 'Permitted' use, and meets all other provisions of Land Use Bylaw: Schedule 3, a Development Permit will not be required. Please refer to 'Commercial or Industrial Change of Use or Renovations' leaflet for more information regarding 'Discretionary' uses and alterations to your property.

### Residential Properties:

If the proposed business will operate from a residential property, a Home Occupation Development Permit may be required. 'Home Occupations – Class 1' will not normally need a Development Permit, however 'Home Occupations – Class 2' must receive a Development Permit approved by the Municipal Planning Commission (MPC). Please refer to 'Home Business Occupations' leaflet for more information.

### Alberta Southwest Regional Business License

Resident businesses holding a valid business license with the Municipality may purchase a regional business license at the Municipal Office. The purchase of a Regional Business Licence does not preclude the Business's obligation to purchase a local business license in each member Municipality in which it has a storefront or physical presence.

For details, please phone the Municipal Development Officer at 403-563-2218 or visit [www.albertasouthwest.com](http://www.albertasouthwest.com).

## Pre-Application

Applicants are advised to schedule an appointment with the Development Officer to review their proposal prior to submitting any applications. Trade certificates, Alberta Health permits, Liquor and gaming licences, proof of insurances and other approvals may be required prior to Business Licence approval.

## Business Licence Fees

General – Resident: \$125 per annum

General – Non-Resident: \$360 per annum

Home Occ – Class 1: \$125 per annum

Home Occ – Class 2: \$150 per annum

## Development Permit Fees

Permitted Change of Use (< 5,000ft<sup>2</sup>): \$100 when required

Discretionary Change of Use (< 5,000ft<sup>2</sup>): \$175

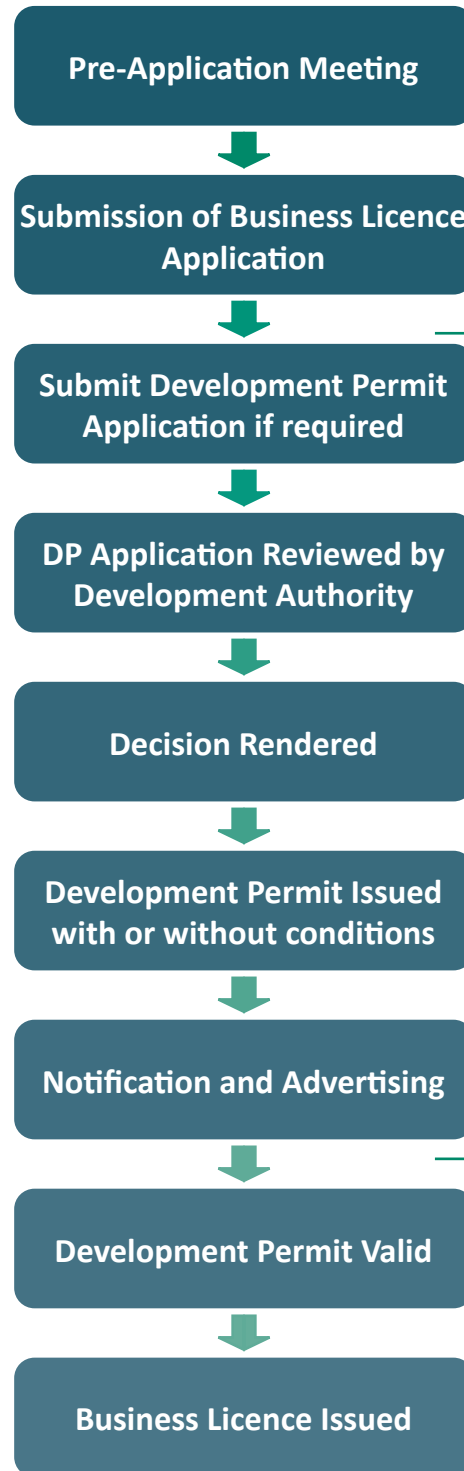
Home Occupation – Class 1: No Permit required

Home Occupation – Class 2: \$200

All fees must be paid when submitting application. Fees are subject to change.

For all fees, please refer to the Fees, Rates and Charges Bylaw 951, 2016.

## Business Licence Process



These steps are only required if there is not already an existing Development Permit.

For more information, please visit our website at [www.crowsnestpass.com](http://www.crowsnestpass.com)

or contact

**Development Officer**

**8502 19 Avenue, Coleman**

**403-562-8833**

**[development@crowsnestpass.com](mailto:development@crowsnestpass.com)**



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