

When operating a business in Lac Ste. Anne County, there are two steps to consider. Step 1: you *may* need to apply for a **development permit** in order to conduct your stated business activities from a residential or commercial property or building. Step 2: apply for a **business licence**. This is the document that legally allows you to operate your business.

FOR OFFICE USE ONLY

Date (m/d/y): _____ Licence no.: _____ Customer ID: _____ Invoice no.: _____

Receipt no.: _____ Roll no.: _____ Development permit no.: _____

I hereby make application for a Residential Non-residential Non-County*
Business Licence in accordance with the plans and supporting information submitted herewith.

Incomplete applications will not be accepted. If an incomplete application is submitted by mail, the application will be sent back for further information. Please note that by providing your email address as part of this application you are hereby consenting to receiving correspondence electronically in relation to this application.

**Note: When applying for a Non-County licence, complete Sections A, B, C and E (omit Section D). Otherwise, please complete the entire form.*

BUSINESS CLASSIFICATION AND OWNERSHIP

Business operating/trade name: _____

Business type: Sole proprietorship Partnership Corporation or limited liability company Not for profit

Name of After-hours Emergency Contact: _____

Total number of full-time employees across Canada as of the application date, including yourself: _____

Total number of part-time employees across Canada as of the application date, including yourself: _____

Lac Ste. Anne County may post my business name, category and contact information on the County website LSAC.ca and/or its local business directory shopthecounty.ca: YES NO

IF SOLE PROPRIETORSHIP

Full legal name of Sole Proprietor: _____

IF PARTNERSHIP (LIST NAMES OF ALL PARTNERS)

Full legal name of Partner: _____

IF CORPORATION OR LIMITED LIABILITY COMPANY

Legal entity: _____ Corporate access no. (if applicable): _____

SECTION A: PRINCIPAL OWNER/LICENSEE INFORMATION

OWNER/LICENSEE NAME

Last name: _____ First name: _____ Middle initial: _____

BUSINESS ADDRESS *(Cannot be a PO box number. Businesses within the County qualify for the **Small Business Property Tax Rate.**)*

Lot/unit: _____ Block: _____ Plan no.: _____ Subdivision/hamlet: _____

Rural address: _____

Division: 1 2 3 4 5 6 7

All or part of: Quarter: _____ Section: _____ Township: _____ Range: _____ W of 5 Meridian

Business mailing address: _____

City: _____ Province: _____ Postal code: _____

Business tel: _____ Cel: _____ Fax: _____

Business email: _____ Website (if applicable): _____

SECTION B: NATURE OF BUSINESS

Describe the nature of the business and the business activities performed: _____

SECTION C: BUSINESS CATEGORY AND ACTIVITY TYPE

DOES YOUR BUSINESS CONDUCT ANY OF THE FOLLOWING ACTIVITIES? *(Select at least one option.)*

| TOURISM/ACCOMMODATIONS | COMMERCIAL | CONTRACTOR (LOCAL) | INDUSTRIAL |
|---|--|--------------------------------|--|
| Arts & crafts | Auction house | Building | Chemical manufacturing or processing plant |
| Bed & breakfast | Automotive service <i>(e.g.: consignment sales, leasing, repair, sales, etc.)</i> | Carpentry | Distillery |
| Campground | Cleaning service | Electrical | Feed or flour mill |
| Hotel | Dog grooming, kennel or breeder | Gas | Grain mill |
| Museum/historical site | Family care service <i>(e.g.: before/after school care, daycare, family day home, adult care home, etc.)</i> | Home | Manufacturing |
| Recreation <i>(specify):</i> _____ | Food establishment <i>(e.g.: serving, preparing or selling food)</i> | Plumbing | Natural resource extraction |
| AGRICULTURE | Health & personal care <i>(e.g.: body piercing, esthetics, fitness, hair styling, massage therapy, tanning, tattoo, etc.)</i> | CONTRACTOR (NON-COUNTY) | Oil and gas extraction |
| Grain elevator | Landscaping | Building | Recycling facility |
| Greenhouse, nursery or apiary | Laboratory | Carpentry | Salvage operation |
| Intensive livestock operation | Professional services <i>(specify):</i> _____ | Electrical | Storage facility |
| | Restaurant | Gas | |
| | Retail | Home | |
| | Service Station | Plumbing | |
| | Trucking | | |

OPTIONAL: PREFERRED VENDOR EXPRESSION OF INTEREST

Lac Ste. Anne County has an ongoing need for vendors, suppliers and contractors. The County's preference is to engage local businesses in these capacities whenever possible. Providing the optional information below is your first step toward being included on Lac Ste. Anne County's list of preferred local vendors.

Do you wish to be a vendor for the County? **YES** **NO**

What type(s) of goods or services do you provide that you feel the County would use on a regular basis?

Do you have business liability insurance? **YES** **NO** If **YES**, what amount? \$ _____

Do you carry WCB coverage? **YES** **NO** **N/A** If **YES**, what amount? \$ _____

SECTION D: BUSINESS OPERATION DETAILS

Do you live at this property? YES NO

Is your office located in Lac Ste. Anne County? YES NO

How much space is required to store equipment, materials, and goods? Indoor: _____ sq.ft. Outdoor: _____ sq.ft

What percentage of your business floor area is office space: _____% and warehouse/work area: _____%

How much of the parcel is used exclusively for business? Area: _____ sq.ft. Percentage: _____%

Do you use a garage for storage (other than strictly vehicle storage) or other business-related purposes? YES NO

What type of garage is on the property? Attached Detached None

BUSINESS HOURS OF OPERATION

Monday: _____ am or pm to _____ am or pm

Tuesday: _____ am or pm to _____ am or pm

Wednesday: _____ am or pm to _____ am or pm

Thursday: _____ am or pm to _____ am or pm

Friday: _____ am or pm to _____ am or pm

Saturday: _____ am or pm to _____ am or pm

Sunday: _____ am or pm to _____ am or pm

How many business visits to the site are expected each day?: _____

How many business visits to the site are expected per week by: Clients: _____ Couriers: _____ Employees: _____

How many client, courier and/or employee vehicles may be onsite at one time?: _____

How many vehicles are registered to this property?: _____

How many client, courier and/or employee vehicles may be onsite at one time?: _____

How many vehicles are registered to this property?: _____

ADDITIONAL BUSINESS DETAILS

Provide any additional business-related information/comments: _____

SECTION E: CONDITIONS AND AFFIRMATION

I hereby make application for a Business Licence in accordance with the plans and supporting information submitted herewith. I authorize the staff of Lac Ste. Anne County and other agencies as designated in Section 653(2) of the *Municipal Government Act*, R.S.A. 2000 to enter my land for the purpose of conducting a site inspection to confirm existing site conditions in relation to compliance with existing bylaws and in connection with my application.

Please be advised that any documentation/information (including personal information) required for processing an application may become public once submitted to Municipal Planning Commission or the development authority for review and processing.

| | | |
|-----------------------|----------------------------|-------------|
| _____ | _____ | _____ |
| <i>Applicant name</i> | <i>Applicant signature</i> | <i>Date</i> |
| _____ | _____ | _____ |
| <i>Landowner name</i> | <i>Landowner signature</i> | <i>Date</i> |

AUTHORIZATION FOR AGENT

I (We), _____, being the registered landowner(s) of said property, hereby authorize:
_____, to make application for a business licence on the above mentioned property.

| | | |
|-----------------------|----------------------------|-------------|
| _____ | _____ | _____ |
| <i>Landowner name</i> | <i>Landowner signature</i> | <i>Date</i> |

This application may be subject to a site inspection prior to decision.

BUSINESS LICENCE INITIAL APPLICATION FEE: \$100.00

Your application will be processed upon receipt of payment. Fees can be paid by credit card via the County's secure payment portal at [LSAC.ca/payments](https://lsac.ca/payments), or in person at the County Administration Office located at 56521 Rge Rd 65 (east of Sangudo).

The annual renewal fee for a business licence in Lac Ste. Anne County is **\$50.00**.

PENALTIES

1. A penalty of two-hundred dollars (\$200.00) shall be levied against and paid by any person who commits a breach of any of the provisions of this Bylaw.
2. A penalty of three-hundred and fifty dollars (\$350) shall be levied against and paid by any person who commits for a second time a breach of the provisions of this Bylaw provided the offence is committed within twelve (12) months of the commission of the first offence.
3. A penalty of six-hundred and fifty dollars (\$650) shall be levied against and paid by any person who commits for a third time a breach of the provisions of this Bylaw provided the offence is committed within twelve (12) months of the commission of the second offence.

The personal information you provide will be used to process this application, and is collected under the authority of Section 642 of the *Municipal Government Act*. Personal information provided may be recorded in the minutes of Municipal Planning Commission meetings, or otherwise made public pursuant to the provisions of the *Freedom of Information and Protection of Privacy (FOIP) Act*, including sections 39 through 42 therein. For details on the collection, use or disclosure of this information, please contact the County FOIP Coordinator at the address below.