



**APPLICATION FOR BUSINESS LICENSE**  
**(for businesses operating within the corporate limits of the Town of Onoway)**

Box 540, Onoway, AB T0E 1V0  
Phone: 780-967-5338  
Fax: 780-967-3226  
Email: [info@onoway.ca](mailto:info@onoway.ca)  
[www.onoway.ca](http://www.onoway.ca)

**Businesses in Onoway are required to have a valid Business License. Completion of this form does not guarantee approval of a Business License.**

Business/Operating Name

\_\_\_\_\_  
\_\_\_\_\_

Owner/Licensee Name & Address

Name \_\_\_\_\_

Address \_\_\_\_\_

Operating Address of Business

\_\_\_\_\_

Owner Phone \_\_\_\_\_

Mailing Address (if different from operating address)

\_\_\_\_\_  
\_\_\_\_\_

Business Directory:  
Free Listing in Town of Onoway Business Directory and/or Town website.  
*\*Information indicated with this symbol will be included in the business directory and/or on website.*

**Would you like your business information advertised in the Town directory and/or Town website? Yes/No**

Emergency Contacts (Name & Phone Number)

Primary \_\_\_\_\_  
\_\_\_\_\_

Secondary \_\_\_\_\_

**ANNUAL LICENSE FEES**  
**\$50.00**

Business Information (shared with emergency services)

\*Contact Name \_\_\_\_\_

\*Business Phone \_\_\_\_\_

Cellular \_\_\_\_\_

\*Fax \_\_\_\_\_

\*Email \_\_\_\_\_

\*Website \_\_\_\_\_

Fully describe the operation of the business.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
What is the proposed trading area?  
\_\_\_\_\_  
\_\_\_\_\_  
Outline your hours and days of operation.  
\_\_\_\_\_  
Please specify any type of flammable good that will be required for your business and how you intend to store them.  
\_\_\_\_\_  
\_\_\_\_\_

Business owners shall be responsible or carrying out the provisions of the Albert Fire Code. If your Business License fee is exempt in accordance with a Statute of the Province of Alberta, Parliament of Canada or a registered association, you are required to provide proof.

If hazardous materials and/or chemicals are used/stored at business locations, please list:

Other Comments?

***The Town of Onoway & District has a Chamber of Commerce. We encourage you to contact the Chamber to see if joining them would be of benefit to your business. Please phone the below for details.***



**Chamber of Commerce Onoway & District Contact Information**  
**Box 723, Onoway, AB T0E 1V0**  
**PH: 780-918-6847**  
**info@onowaychamber.ca**

**This area if for office use only**

Tax Roll Number \_\_\_\_\_ Licence Fee \$ \_\_\_\_\_ Paid \_\_\_\_\_

Home based \_\_\_\_ Home Occupation: \_\_\_\_ Commercial/Industrial \_\_\_\_ Exempt \_\_\_\_ *(please check one)*

If exempt, please provide proof – Yes/No

Development Permit - Yes/No      Building Permit – Yes/No

Application Date: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Renewal Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Refusal Date: \_\_\_\_\_ Refusal Reason: \_\_\_\_\_

\_\_\_\_\_

Applicant Printed Name                      Applicant Signature                      Date