



## UNDERSTANDING THE BUSINESS LICENSE APPLICATION FORM

City of Brooks Staff will fill this portion in. The application fee will be determined based on the nature of your business. The BL # will be printed on your license. The Customer Code is required for our filing purposes.

Sometimes a business has a common name, such as “The Happy Baker” but may also have a formal corporation or Alberta Numbered Company name. If this applies to your business, please list both to avoid confusion.

Sometimes a business has two addresses – a mailing address and a physical location. If this applies to your business, please list both. To deliver licenses, a mailing address is needed and for inspections, a physical address is needed.

Who is the best contact person for this business? It can be the owner, the operator, a manager, etc. List phone numbers where this person can be reached and an email address.

Give us a brief description of the type of business you run. A License Inspector will use that information to properly categorize your business within our system.  
Do you run the business out of a home (any property zoned residential)? Check yes or no.

The nature and location of your business determine which type of license you need. You can have an annual or non-annual license. There are two types of annual licenses: regular and kiosk/hawker/peddler/huckster.

**Regular Annual:**  
Tell us where your business is located.

**Kiosk/Hawker/Peddler/Huckster Annual:**  
Does your business operate door-to-door, on the street, from a vehicle or from a non-fixed location?  
If yes, where do you reside?

**Non-Annual:**  
If you do not require an annual license, for what length of time do you need a license?

Due to the nature of some businesses, a Provincial license or permit may be required. Any business license application which requires a provincial license, an inspection, Land Use Bylaw amendment or Municipal Planning Commission review may take longer to process.

This section of the Application Form outlines the different licensing bodies in Alberta and the types of businesses that require further licenses/permits. If your business falls into one of these categories, make sure you have acquired these licenses/permits **before you apply for a business license** to avoid unnecessary time delays.

Sometimes a Development Permit, Building Inspection, Land Use Bylaw Amendment or Municipal Planning Commission Review is also required. These items should be complete **before you apply for a business license** because a license cannot be approved or processed before everything else is complete.

This section must be signed by the application to verify that the information provided is truthful and complete.

A new Business Directory is being created and will be hosted on the City of Brooks website. Do you want your business name and contact information included in that list for consumers to see?

A License Inspector will review all of the information provided and decided whether or not a license can be granted. If it is approved, the license will be processed, printed, signed and either mailed or picked up. Sometimes a license will be approved with conditions which emphasize certain aspects of an individual license. If conditions are listed, be sure to follow through with them. If a license is refused, a reason will be given.