

# Business License Application



Planning and Development  
110 Bear Street, PO Box 1260, Banff, AB T1L 1A1  
[Shauna.baker@banff.ca](mailto:Shauna.baker@banff.ca) T 403.985.9016

**\*\*if you are completing this online, save this PDF to your desktop, fill in the required information and email the completed document to the email listed above**

<b>Contact Information</b>			
Registered Name of Business: _____			
Operating As (if different from above): _____			
Contact Name: _____			
Mailing Address: _____			
PO Box/Street Address	Town/City	Province	Postal Code
Email Address: _____		Phone #: _____	

<b>Business License Type (select one)</b>	
<input type="checkbox"/> Full Year <u>Resident Business License</u> <i>(means your business/office/store is located within the Town of Banff)</i>	Start Date: _____
____ Premise is in commercial space in Banff, <i>location must be approved by Planning and Development and provide copy of signed lease agreement with this application.</i>	
Street Address of commercial space: _____	
Retail – square footage (do not include storage spaces) _____ (sq.ft. confirmed by Bylaw Services)	
Eating/Drinking - # of seats _____ (seat count confirmed by Bylaw Services)	
____ Premise is in a residential area in Banff (example: home office, Bed and Breakfast), <i>must apply for a Home Occupation/ Permit through the Planning and Development office; contact <a href="mailto:kerry.macinnis@banff.ca">kerry.macinnis@banff.ca</a></i>	
<input type="checkbox"/> Full Year <u>Non Resident Business License</u> <i>(means your business/office/store is located outside of the Town of Banff and you are coming to Banff to do your work)</i>	Start Date: _____
<input type="checkbox"/> Temporary One-Month Business License	Start Date: _____
<input type="checkbox"/> Temporary One-Day/24-Hour Business License	Start Date: _____

Type of Business License			Please indicate your business sector
<b>Business Sector</b>		<b>Class</b>	<input type="checkbox"/>
<b>Sector I - Lodging</b>			
Lodging - Hotels, B&B Inns, and B&B Homes with greater than four (4) rooms		100	Fee determined annually in accordance with Section 22 of the Bylaw
Lodging - B&B Homes with four (4) rooms or less		101	How many pillows? _____
<b>Sector II - Restaurant/Bar</b>			
Restaurant/Bar		200	How many seats? _____
<b>Sector III - Retail</b>			
Retail Sales		300	Sq. Feet _____
<b>Sector IV -Transportation, Attractions and Entertainment</b>			
Photographers/Videos		400	<input type="checkbox"/>
Activities/Guiding/ Reservations/DMC/ Event Planners	Owner/Operator or one employee	401A	<input type="checkbox"/>
	Two to five employees	401B	<input type="checkbox"/>
	Six to nineteen employees	401C	<input type="checkbox"/>
	Twenty or over employees	401D	<input type="checkbox"/>
Heli Skiing/Heli Hiking		402	<input type="checkbox"/>
Horse Livery		403	<input type="checkbox"/>
Movie Theatres		404	How many screens? _____
Motor Vehicles	1 – 2 Vehicles	405A	<input type="checkbox"/>
	3 - 6 Vehicles	405B	<input type="checkbox"/>
	7 – 19 Vehicles	405C	<input type="checkbox"/>
	20 – 25 Vehicles	405D	<input type="checkbox"/>
	26 – 30 Vehicles	405E	<input type="checkbox"/>
	31 – 35 Vehicles	405F	<input type="checkbox"/>
	36 – 40 Vehicles	405G	<input type="checkbox"/>
	41 – 45 Vehicles	405H	<input type="checkbox"/>
	46 – 50 Vehicles	405I	<input type="checkbox"/>
	Over 50 Vehicles	405J	<input type="checkbox"/>
Rental Cars		406	
<b>Sector V - Service</b>			
Agency or Sales Business, Business Support, Contractors, Automotive Repair, Service or other	Owner/Operator or one employee	500A	<input type="checkbox"/>
	Two to five employees	500B	<input type="checkbox"/>
	Six to nineteen employees	500C	<input type="checkbox"/>
	Twenty or over employees	500D	<input type="checkbox"/>
Bank/Financial Institution		504	<input type="checkbox"/>
Banking Machines (Full Service ATM)		505	How many ATMs? _____
Newspapers		506	<input type="checkbox"/>

**Gross Revenue Deduction – Applicable to Banff Resident Business Licenses ONLY**

If you are a Banff resident business and have annual gross sales of less than \$30,000, you may qualify for the Gross Revenue Discount. This annual threshold applies to all sales activity of the business. In order to be considered you will need to complete a **Statutory Declaration Form** in the presence of a Commissioner for Oaths. Town of Banff Bylaw Services provides Commissioner for Oath services for statutory declarations. The approval of Gross Revenue Discount (GRD) will result in a business license fee of \$169.00. Please contact the Business License Assistant at [shauna.baker@banff.ca](mailto:shauna.baker@banff.ca) for more information.

**Banff & Lake Louise Tourism Information and Consent**

Your business license includes a membership to Banff & Lake Louise Tourism, the Destination Marketing Organization for Banff National Park. Your membership provides access to benefits which include: profile listing on [www.banfflakelouise.com](http://www.banfflakelouise.com), industry email newsletters, brochure distribution with the Visitor Information Centres, workshops and more. For more information, contact Ruth Millican, Member Engagement Manager with Banff & Lake Louise Tourism at 403.762.0276 or [rmillican@banfflakelouise.com](mailto:rmillican@banfflakelouise.com).

I consent  I do not consent to the above information to be shared with Banff Lake Louise Tourism for marketing and membership purposes if applicable. Membership information can be obtained at 403.762.0270.

Name of Business: \_\_\_\_\_  
please print name of business

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant Statement**

I hereby make application for a business license and declare that the above statements are true and correct. I undertake that if I am granted the license applied for, I will comply with all obligations contained in the Bylaws and amendments thereto in force or which may hereafter come into force in the Town of Banff.

I consent  I do not consent to the above information being published on the Town of Banff website.

Name of Business: \_\_\_\_\_  
please print name of business

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

This information is being collected under the authority of the Town of Banff Business License Bylaw 22-9 for the purpose of licensing a business. If you have any questions about the collection of this information, please contact our Freedom of Information and Privacy Coordinator at 403-762-1209.