

# 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>			<input type="checkbox"/>
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 \$180.00. 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 RESIDENT business license includes a membership to Banff & Lake Louise Tourism, the destination marketing organization for Banff National Park. Your membership provides access to many benefits, some of which include: profile listing on [www.banfflakelouise.com](http://www.banfflakelouise.com), industry email newsletters, brochure distribution with the Visitor Information Centres and workshops. For more information, contact Althea Smith-Hay Engagement Manager with Banff & Lake Louise Tourism at 403.762.0276 or [asmithhay@banfflakelouise.com](mailto:asmithhay@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.