

RM OF ST. ANDREWS BUSINESS LICENCE APPLICATION FORM

Type of Application (select one from each side)	
<input type="checkbox"/> Business Licence	<input type="checkbox"/> General Business (<i>Section B</i>)
<input type="checkbox"/> Annual Licence Renewal	<input type="checkbox"/> Home-Based (<i>Section C</i>)
<input type="checkbox"/> Change of Business Information	<input type="checkbox"/> Based outside the Municipality

SECTION A – BUSINESS INFORMATION:

Type of Business Organization (check the one that applies):

- Sole Proprietorship
 Partnership
 Corporation
 Co-operative

Business Location: _____

Business Owner Name: _____

Mailing Address: _____

Phone: _____ Cell: _____

Email: _____

Business Operating Name: _____

Mailing Address: _____

Website: _____

EMERGENCY CONTACT:

Name: _____ Position: _____ Phone: _____

Home Address: _____

BUSINESS DETAILS:

Date of Commencement: _____

Describe Business Activities (please be as specific as possible):



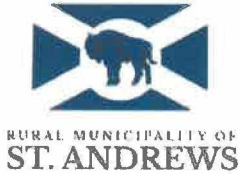
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SECTION B – GENERAL BUSINESS:

<p>Total Floor Area:</p> <p>Of the building: _____ sq. ft</p> <p>Of the business: _____ sq. ft</p>	<p>Number of Business Vehicles:</p> <p>On Site: _____</p> <p>Off Site: _____</p>
<p>Number of employees:</p> <p>F/T: _____ P/T: _____</p>	<p>Hours of Operation:</p> <p>_____ to _____ / _____ <i>(days of week)</i></p>
<p>Changes / Renovations to Premises: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Site Plan Requirements:</p> <ul style="list-style-type: none"> ▪ Property/Unit Boundaries ▪ Building & Storage Locations ▪ Approximate Utility Locations ▪ Parking & Access ▪ Signage Locations


SECTION C – HOME BASED BUSINESS:

<p>Total Floor Area:</p> <p>Of the dwelling: _____ sq. ft</p> <p>Of the business: _____ sq. ft</p>	<p>Additional Information:</p> <p>Business Vehicles On-Site:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Goods and/or Equipment stored On-Site:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Clients/Customers On-Site:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Number of employees:</p> <p>F/T: _____ P/T: _____</p>	<p>If yes (to any above), please describe:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Changes / Renovations to Premises: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Are you the registered owner of the property?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Letter of authorization required)</i></p>	<p>_____</p> <p>_____</p>



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SECTION D – FEE SCHEDULE & LAND USE INFORMATION (OFFICE USE ONLY)

<u>Based within the Municipality:</u>		<u>Info for Planning District:</u>
Business Licence (General)	\$150.00 <input type="checkbox"/>	Roll Number: _____
└ Licence Renewal	\$100.00 <input type="checkbox"/>	Zoning: _____
└ Pro-Rated Licence (after July 1)	\$75.00 <input type="checkbox"/>	Legal Desc: _____
Business Licence (Home-Based)	\$75.00 <input type="checkbox"/>	Site Plan (attached):
└ Licence Renewal	\$50.00 <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
└ Pro-Rated Licence (after July 1)	\$37.50 <input type="checkbox"/>	Comments:
Monthly Business Licence	\$15.00 <input type="checkbox"/>	_____
<u>Based outside the Municipality:</u>		_____
Business Licence (General)	\$200.00 <input type="checkbox"/>	_____
└ Pro-Rated Licence (after July 1)	\$100.00 <input type="checkbox"/>	_____
Monthly Business Licence	\$20.00 <input type="checkbox"/>	_____
Total Fees:	\$ _____	

APPLICANT STATEMENT:

I / We the undersigned hereby make application for a Business Licence in accordance with the information as stated, and further declare that the statements made true and correct. I / We further undertake, if granted licence applied for, to comply with each and every obligation as set forth in by-laws now in force, or which may hereafter come into force in the Municipality. I / We further understand that all business licences expire December 31 of each year, unless stated otherwise, and must be renewed each year. Every Business Licence is subject to review at any time and be suspended or revoked for just cause.

Signature: _____ Date: _____

This collection of personal information is authorized under Sections 36(1) (a), (b), and (c) of *The Freedom of Information and Protection of Privacy Act* (FIPPA). The information will be used for business licensing and emergency purposes only.

Questions can be directed to the Municipality at (204) 738-2264 or info@rmofstandrews.com.