

# Home-based Business Licence Application Form

605 - 50th Street  
P.O. Box 6300  
Edson, AB T7E 1T7  
www.edson.ca



Clear Form

Print Form

## Choose one from the following:

- ☐ New Business
 ☐ Renewal Business
 ☐ Fee Exempt
 ☐ Licence Transfer  
☐ Licence Replacement
 ☐ Licence Amendment

### Business Information

**Legal / Corporate Name**

(As Registered with CRA)

**Operating / Trade Name**

(If different from legal name)

**Business Activity Description**

**Home-based business type**

☐ General Home-based Business

☐ Day Care Facility / Home Day Care

☐ Bed & Breakfast

☐ Food and Beverage Business

**NAICS Code** (5-digit Code)

Note: The Town of Edson classifies businesses by the North American Industry Classification System (NAICS). Leave this section blank if you are unsure of your code.

**Website**

**Trade Certification No.**

(if applicable)

### Physical Business Address

**Street Address**

**Town / County**

**Province**

**Multiple Locations in Edson or the County?**

☐ Yes

☐ No

**Postal Code**

### Business Contact Information

**Owner Name**

**Phone**

**Email**

### Landowner Information (If different from above)

☐ Lease/Rent (Landowner consent form required)

**Landowner Name**

**Street Address**

**Town / City / County**

**Province**

**Phone**

**Postal Code / Zip Code**

**Email**

### Development Information

**Will you have any onsite advertising / signage?**

☐ Yes ☐ No

**Will there be excessive noise or pollution?**

☐ Yes ☐ No

**Any off-Street parking for visitors/employees?**

☐ Yes ☐ No

**Will a commercial vehicle over 1 ton (tonne) be parked on or about the premises?**

☐ Yes ☐ No

**Will clients visit your home?**

☐ Yes ☐ No

If so, how many at one time? and per day?

<b>Will employees, other than residents, be engaged to carry out business at this location?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, how many?
<b>Will goods or materials be stored on the premises?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, please specify:
<b>Will the business involve the sale and/or display of goods on location?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, please specify:

**Would you like to be recognized as any of the following:**  
Information in this section will be used to notify your business for available programs/grants and support

- ☐ Female Entrepreneur | ☐ Francophone | ☐ Visible Minority  
☐ Indigenous | ☐ Person with a disability

**Business Directory**

☐ Check here if you grant the Town of Edson permission to display your business information for the purpose of advertising on the Town of Edson Business Directory.

**Edson and District Chamber of Commerce Membership Request**

☐ Check here if you would like information regarding membership to the Edson and District Chamber of Commerce

*It is understood that the home occupation shall be operated as a secondary use and not in whole or in part affect the character of the residence nor unduly affect or interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment, or value of the neighbouring properties. The license may be revoked anytime should a valid complaint be registered against a home occupation by an affected landowner, or if a review of the home occupation shows noncompliance with the general provisions of our Land Use Bylaw as amended, or any other municipal bylaw requirements or other provincial or federal legislation.*

*I hereby certify that the above information is true and properly sets out the business at which is carried out by the applicant, owner, or operator or by any person(s) as the case may be and acknowledge I have read and understood the contents of this form.*

<b>Signature</b>	<b>Date</b>
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**Freedom of Information and Protection of Privacy**

Any personal information collected is authorized under Section 33(c) of the *Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25 ("FOIP Act")*, as amended from time to time, for the purpose of administering the affairs of the Town of Edson for Business Licensing. All information collected by the Town of Edson is protected by the provisions of the FOIP Act. If you have any questions about the collection, use and disclosure of personal information, please contact the Town of Edson FOIP Coordinator at [foip@edson.ca](mailto:foip@edson.ca) or (780) 723-8604.

**OFFICE USE ONLY**

New Home Occupation	<input type="checkbox"/> January 1 to March 30 (\$100.00)	<input type="checkbox"/> April 1 to June 30 (\$75.00)	<input type="checkbox"/> July 1 to September 30 (\$50.00)	<input type="checkbox"/> October 1 to December 31 (\$25.00)
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- ☐ Renewal Home Occupation (\$100) | ☐ Fee Exempt Business (\$0) | ☐ Business Licence Amendment (\$0)  
☐ Business Licence Transfer (50% of the pro-rated fee) | ☐ Business Licence Replacement (\$10)

Receipt #:	<b>Referrals:</b>	
Date Application Received	<input type="checkbox"/> Fire Department <input type="checkbox"/> Health Authority <input type="checkbox"/> RCMP <input type="checkbox"/> Other (please specify)	<b>Date</b>
		<b>Signature</b>