

**THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**

Hwy 520 West, Claresholm Industrial Area  
Box 550, Claresholm, Alberta T0L 0T0  
Phone: (403) 625-3351 Fax: (403) 625-3886

[development@mdwillowcreek.com](mailto:development@mdwillowcreek.com) / [www.mdwillowcreek.com](http://www.mdwillowcreek.com)

**Bylaw No. 2036**

**APPLICATION FOR BUSINESS LICENCE**

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BUSINESS PHONE NUMBER(S) \_\_\_\_\_

FAX NO: \_\_\_\_\_ CELL NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

BUSINESS LOCATION (legal description OR street address, etc. if different from mailing address):

OWNER/MANAGER NAME: \_\_\_\_\_

MAILING ADDRESS: (if different from above) \_\_\_\_\_

HOME PHONE NO: \_\_\_\_\_ Display in Business Directory (n/c): **Yes No**

NATURE OF BUSINESS: (also indicate if Home Occupation) \_\_\_\_\_

NUMBER OF EMPLOYEES \_\_\_\_\_

**For Office Use Only**

CUSTOMER NO: \_\_\_\_\_

LICENSE NO: \_\_\_\_\_

APPROVED \_\_\_\_\_ CATEGORY \_\_\_\_\_

APPROVED ON CONDITIONS \_\_\_\_\_

REFUSED \_\_\_\_\_

REVOKED \_\_\_\_\_

**REQUIRED FEE \$** \_\_\_\_\_

NEW

RENEWAL

Signature of Licence Inspector \_\_\_\_\_

See reverse Schedule "A" for Fees

### **Schedule “A” - Fees**

| <b>BUSINESS TYPE</b>   | <b>FEES</b> |
|--|-------------|
| Resident Business  | \$100.00    |
| Non-Resident Business  | \$200.00    |
| Regional Licence   | \$80.00     |
| Renewal Late Payment Fee - after January 31 <sup>st</sup> in addition to licence fee | \$100.00    |

Note: Any other business not specifically mentioned in Schedule “A” or not provided for in any other place in the Bylaw shall be subject to the requirements as determined by the discretion of the Licencing Officer

### **Schedule “B” – Fines**

| <b>OFFENCE:</b>  | <b>SPECIFIED PENALTY</b> |
|--|--------------------------|
| S. 4(1) – Operate a business without a subsisting business licence.                            | \$250.00                 |
| S. 15(1)(a) – Interfere or obstruct a Licence Inspector or Peace Officer during an Inspection. | \$1,000.00               |
| S. 15(1)(b) – Provide false information to a Peace Officer.                                    | \$1,000.00               |

Note: Any other business not specifically mentioned in Schedule “A” or not provided for in any other place in the Bylaw shall be subject to the requirements as determined by the discretion of the Licencing Officer

#### **Payment Options:**

1. E-Transfer (e-mail: [payments@mdwillowcreek.com](mailto:payments@mdwillowcreek.com) )
2. On-line banking
3. Credit Card (click on ‘Option Pay’ on the MD website: [www.mdwillowcreek.com](http://www.mdwillowcreek.com))
4. Cheque (mail in or drop off at the MD office)
5. Interac/Cash (to be processed at the MD office)