

What to include in your Application

When applying for a Business License, you must provide:

1. Your municipal address;
2. The legal description of your property (Lot, Block & Plan – *these are available from your Tax Notice*);
3. Landowner consent to the operation of the business (if you are not the owner of the building);
4. A description of the business you propose and completion of an application for a business license, which includes:
 - a) Upgrades, expansions or alterations of existing structures and services;
 - b) Parking provisions;
 - c) Any proposed signage to be installed outside of the building

ALL PERMITS ARE SUBJECT TO A FOURTEEN (14) DAY APPEAL PERIOD.

WHERE TO APPLY

Town of Drayton Valley
Box 6837, 5120 – 52 Street
Drayton Valley, Alberta T7A 1A1
Attention: Planning & Development
Department

HOURS OF OPERATION

Monday to Friday
8:30 a.m. to 4:30 p.m.
Saturday & Sunday
Closed

PHONE & FAX

Telephone: 514-2200
Facsimile: 542-5753

The Town of Drayton Valley is proud of its appearance and enthusiastically greets all those who wish to develop and contribute to the growth of the community. The Town encourages a high degree of participation to best accommodate the interest of both the private landowners and the public interest.



Some important information to consider when...

STARTING A BUSINESS



Town of Drayton Valley

Where to find the right information?

The Federal and Provincial governments have created a useful website which will help you determine what permits are needed, at all levels of government, to run your business.

Drayton Valley is one of the municipalities participating in the BizPal program, and we find that it gives new business operators some great insight into getting started.

Just go to www.bizpal.ca, answer a few questions about the business you want to start and you are on your way!

Or, give us a call at the Town Office to find out what we require.

What are the rules for businesses operating in Drayton Valley?

While these are not all of the regulations in place for operation of a business in Drayton Valley, they will provide you with some basic information:

- Proof a valid Provincial or Federal License, where required by law, are to be provided to the Town (this may include but not be limited to Health, Development, Building and/or Safety Code Permits);
- The Business License shall be posted in the business premises;
- The Business License may be revoked if there are just and reasonable grounds;
- The license may be revoked or suspended for non-compliance with a Bylaw;
- Subject to any/all Federal, Provincial or Municipal permits as required;
- Business License fees shall be paid on a yearly basis;
- Upon approval of the License Inspector and receipt of the required forms and fee for a change of name or location, a Business License may be transferred.

*Additional conditions apply to businesses operated from residential areas or operated as "home occupations"

IMPORTANT NOTE:

It can take between 2 and 3 weeks for a Business License to be processed, so get your application to the Town well before you plan to open your doors.

**Yes.
If you are putting a sign outside your business, even a portable sign, you need a permit.**