

The Town of Millet Business License Bylaw

Bylaw 2011/06

A BYLAW OF THE TOWN OF MILLET IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

WHEREAS, Pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws respecting businesses and provide for a system of licensing;

AND WHEREAS it is deemed expedient to provide for the licensing of certain businesses operating in Millet;

NOW THEREFORE, the Council of The Town of Millet, duly assembled enacts as follows:

PART I - BYLAW TITLE

This Bylaw may be cited as the "Business License Bylaw".

PART II - DEFINITIONS

1) In this Bylaw unless the context otherwise requires:

- a) "Advertising" means the promotion of a business by means not limited to flyers, business cards, signage as pursuant Land Use Bylaw 2011/05, and requires a business license.
- b) "Applicant" means a person who applies for a license or renewal of a license.
- c) "Business" means a commercial, merchandising or industrial activity or undertaking; a profession, trade, occupation, calling or employment; or an activity providing goods or services, including rental properties, a cooperative or association of persons.
- d) "Business license" or "license" means a license granted by the Town of Millet, authorizing the person to whom it is granted to carry on the business activity therein specified in the Town of Millet.
- e) "C.A.O." means the Chief Administrative Officer of the Town of Millet.
- f) "Charitable organization" means any incorporated or unincorporated organization that is formed for a *charitable purpose*;
- g) "Charitable purpose" includes a philanthropic, benevolent, educational, health, humane, religious, cultural, artistic or recreational purpose;
- h) "Child care service" means development intended to provide care, educational activities and supervision for groups of seven or more children under 16 (sixteen) years of age during the day or evening, but does not include overnight accommodation, and is intended to be operated for at least 12 (twelve) consecutive weeks each year. This use class includes daycare centres, out-of-school care centres, drop-in centres and nursery schools and does not include day home operations.

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- i) "Council" means the Council of the Town of Millet.
- j) "Day Home Operation" means a major home based business that provides a child care program in the private residence of the operator for up to six children who may include infants, preschool children, kindergarten children and school-aged children.
- k) "Development permit" requires meeting the zoning regulations that controls property uses in the Town of Millet. In all cases a development permit is required for approval prior to issuance of a business license except a regulated home office.
- l) "General contractor" shall mean any persons who undertakes, as a principle to carry out the whole of the work called for in the Development Permit/ Building Permit. (includes all sub-contractors)
- m) "Hawker or Peddler" means a person not being a body corporate and who, whether as principal or agent;
 - i) Goes from house to house selling or offering for sale any merchandise to any person, and who is not a wholesale or retail dealer in such merchandise to be afterwards delivered in or shipped into the Town, or;
 - ii) Offers or exposes for sale to any person by means of sample, patterns, cuts or blueprints, merchandise to be afterwards delivered or shipped into the Town, or;
 - iii) Sells merchandise on the streets or roads or elsewhere than at a building that is his permanent place of business, but;
 - iv) Does not include a person selling meat, fish, fruit or other farm produce that has been produced, raised or grown by himself in Alberta, or;
 - v) Does not include a person selling fish of his own catching in Alberta.
- n) "Home Occupation" means a business that is operated out of a residence located in a residential district as identified in the Town's Land Use Bylaw and is operated as a use secondary to the residence and is subject to the requirements set out in the Town's Land Use Bylaw.
 - i) "Home Office" means a dedicated area located in a dwelling which has a phone and/or fax for a registered business entity but where there are no business clients, employees, products or deliveries. A home office does not require a development permit.

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- ii) “Major Home Based Business” means the use of either a dwelling unit or a living area within an approved dwelling or accessory building by a resident of that dwelling for one or more businesses. Such businesses may generate more than one business associated per visit per day. The business use must be secondary to the residential use of the building and shall not change the residential character of the dwelling or accessory building with the exception of an approved sign. The dwelling may be used as a workplace by a non-resident. This use class includes bed and breakfast facilities but does not include general retail sales.
- iii) “Minor Home Based Business” means the use of either a dwelling unit or a living area within an approved dwelling or accessory building by a resident of that dwelling for one or more businesses. Such businesses shall not require more than one business associated visit at a time per day. The business use must be secondary to the residential use of the building and no aspects of the business operations shall be detectable from outside the property other than an approved sign. The dwelling shall not be used as a workplace for non-resident employees of the business. This use class does not include general retail sales.
- o) “License Inspector” means and includes a Community Peace Officer, Licensing Officer or any person so designated by Council, or the Chief Administrative Officer, to carry out provisions of this bylaw..
- p) “Licensee” means a person to whom a license has been issued, pursuant to the provisions of this Bylaw.
- q) “Municipal Planning Commission” as established by the Town of Millet, is to exercise the powers and duties pertaining to subdivision and development matters as set out in the MPC Bylaw 2011/02
- r) “Non-resident business” means a business that does not have a permanent office or place of business within the corporate limits of the Town of Millet and does not include a hawker or peddler.
- s) “Peace Officer” means a peace officer as defined in the Provincial Offences Procedure Act.
- t) “Person” means an individual human being or corporation and includes a partnership, an association or a group of persons acting in concert.
- u) “Premises” means a store, office, dwelling unit, warehouse factory, building, enclosure or the place occupied or capable of being occupied, by any person for the purpose of carrying on any business

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- v) "Rental properties" shall mean 3 or more residential dwelling units, detached or attached. Samples are tri-plex, four-plex, row housing, apartments, multi-unit buildings, boarding homes consisting of 3 or more living units including residential leased lots and multi-tenant commercial building of 3 or more rental/lease spaces.
- w) "Resident business" means a business where a permanent office or place of business is situated within the corporate limits of the Town of Millet and does not include a hawker or peddler or home occupation.
- x) "Sub-contractor" shall mean a person who undertakes to carry out a portion of the work called for in a development permit issued by the Town of Millet, under the supervision of a contractor.
- y) "Subdivision & Appeal Board" means the Board appointed by 95/07 to hear appeals launched under Part VI of this Bylaw.
- z) "Town" means the Town of Millet.

PART III – GENERAL PROVISIONS

- 1) Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 2) Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law or regulation, other bylaw or any requirements of any lawful permit, order or license.
- 3) All schedules attached to this Bylaw shall form part of this Bylaw.
- 4) Prior to issuing a business license, administration has the option to circulate the application for review to other civic departments such as Fire Services, RCMP, and Building & Safety Codes, etc.
- 5) The Town shall issue a notice in December of each year, for the following year's license fees, to all existing holders of valid business licenses

PART IV – LICENSE INSPECTOR

- 1) Council or the C.A.O. shall appoint a License Inspector or License Inspectors to carry out the terms of this Bylaw.
- 2) Every person applying for a business license shall submit to the License Inspector a written application as per Schedule "C" of this Bylaw and signed by the applicant or agent of the corporation.
- 3) Subject to the provisions of this Bylaw, upon receipt of an application for business license, the License Inspector may grant a business license or may refuse a business license, if, in his opinion, there are just and reasonable grounds for the refusal of the application.
- 4) Subject to the provisions of this Bylaw, where a business license has been granted pursuant to this Bylaw, the License Inspector may revoke or suspend the business license, if, in his opinion, there are just and reasonable grounds for the revocation of the license

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- 5) Upon a license being revoked or suspended as hereinbefore provided, the License Inspector shall notify the licensee thereof:
 - a) By delivery of notice to him personally, or
 - b) By mailing a registered letter to his place of residence or business, and, after the delivery of such notice, his business shall not be carried on until such time as a new license is issued or the suspended license is reinstated.
- 6) The License Inspector may determine that it is inappropriate to issue a license to a *person* where the safety, health or welfare of the public may be at risk due to the issuance of a *license*.
- 7) The power and duties of a License Inspector are;
 - a) To administer this Bylaw and as far as possible see that all persons concerned conform to its provisions and to prosecute or assist to prosecute persons who fail to comply within;
 - b) To make an inspection of all premises and locations for which a license is required or has been applied for, pursuant to this Bylaw;
 - c) To investigate complaints lodged against a license and, if necessary, inspect the premises or location described in the complaints and to revoke any license issued and to levy fees or penalties pursuant to this Bylaw.

PART V – LICENSE REQUIREMENTS

- 1) License Application;
 - (a) Before a license is issued or renewed, a person must submit to the License Inspector:
 - (i) A business license application.
 - (ii) The applicable license fee: and
 - (iii) Any additional information required by this Bylaw or by the License Inspector.
 - (b) No person shall give false information in an application pursuant to the provisions of this Bylaw.
- 2) Every person carrying on or engaged in any business in respect of which a license is required under this Bylaw shall give to the License Inspector all information necessary to enable him to carry out his duties.
- 3) If the applicant is not the registered owner of the said property, a letter of authorization from the registered owner will be required for operation of business.
- 4) No person shall carry on a business within the Town of Millet unless the person holds a license authorizing the person to carry on that business.

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- 5) Any contractor, either as a General contractor or Sub-contractor, applying to the Town for any and/or all of a Building Permit, a Development Permit, a Plumbing Permit, an Electrical and/or a Gas Permit, shall as a prerequisite to such issuance of such permit, also have a Town of Millet Business License as prescribed herein.
- 6) Prior to a business license being issued, the applicant business will comply with all appropriate regulations in Town's Land Use Bylaw and other bylaws that the Town may enact from time to time.
- 7) No business license shall be granted until such time that the applicant holds a valid development permit where required by the Land Use Bylaw. All discretionary use development permits, as per bylaw 2011/05, must be granted by the Municipal Planning Commission prior to issuance of a business license.
- 8) No person shall contravene a condition of a license.
- 9) No business license shall be granted until such time that the applicant holds a valid provincial or federal license required by law.
- 10) Each business license shall terminate at midnight on the 31st day of December. In case of a renewal for a business license of an existing business, fees shall be submitted and paid in full to the Town of Millet on or before 31st day of January of each current year.
- 11) Each new business license shall be valid only for the calendar year (January 1st – December 31st), except where indicated otherwise. (weekly, monthly est.)
- 12) (a) Unless otherwise specified in this Bylaw, license fees are not refundable
(b) The license inspector or designate may refund a license fee if the license is not issued or renewed.
- 13) No business license shall be valid unless the said license has been signed by the License Inspector or anyone designated to act on his behalf.
- 14) Any advertising of the businesses referred to in this Bylaw shall be deemed to be proof of the fact that the person advertising is carrying on or operating any such business.
- 15) Person issued business licenses under this bylaw will either;
(a) Display such license in a conspicuous location in the place of business, or,
(b) Carry the license, or copy therefore, with them if there is no permanent place of business within the Town.
- 16) On a construction project, the general contractor shall be required to obtain a business license.
- 17) All signage and advertising must comply with the Land Use Bylaw 2011/05, Part 7, Section 7.6.

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18) Notification of Changes:

A Licensee shall forthwith notify the Town of;

- (a) A change in address of the Licensee's business premises;
- (b) A change in partnership/corporation of the business if the license is issued to a partnership;
- (c) A change in the officers or director of the corporation if the license is issued to a corporation;

NOTE: An issued business license cannot be transferred between owners or locations. If there is a change in ownership or business location, a new Business License will be required.

19) Provincial & Federal Licenses:

Provincial: Some businesses need provincial/special licenses that may include examinations, bonding, zoning approvals, fire safety inspections, on hi-way permits, trade qualifications or trust provisions. Example of these businesses includes automotive business, cemeteries, insurance, employment agencies, fundraising campaigns and retail order sales. For assistance in this regards contact Alberta Municipal Affairs.

Federal: The federal government has wide licensing powers within the fields of agriculture, manufacturing, communication, and inter-provincial and international transportation. The following lists some of the more pertinent federal licensing requirement related to Alberta Businesses. Agriculture & Agri-Food Canada, Industry Canada, Transport Canada, Canadian Radio-television & Telecommunication (CRTC), Fisheries & Oceans Canada

20) A Business License is not required for:

- (a) Business carried on by the Town;
- (b) A business carried *on* by the Government of the Province of Alberta or the Government of Canada or a Crown Corporation created by either Government;
- (c) A business expressly exempted from the requirement of a *license* by a statute of the Legislature of Alberta or Parliament of Canada or;

A person who contracts with any of the Governments or corporations designated in Section 20 a, b & c will be subject to all requirements of this Bylaw.

(d) Any person who is conducting business as a participant of a Trade Show, Craft Fair, Farmer's Market or Garage Sale.

(e) Any person who is conducting business as a wholesaler or distributor of goods to one or more licensed businesses within the Town.

(f) Any person who operates a business that, upon the satisfaction of the Licensing Officer, is carried out for religious, charitable, or community purposes.

(g) Any person who is a Sub-contractor only working in the Town on a project for which a General contractor has a valid business license.

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(h) The onus of proving that a person is exempt from the provisions of this Bylaw requiring a license is on the person alleging the exemption.

Part VI – APPEAL PROCESS

1) Where any certificate, authority, license or other document of qualification under this or any other Bylaw, or under any statute of Canada or the Province of Alberta, is suspended, cancelled, terminated or surrendered, any license issued under this Bylaw based in whole or in part on such certificate, authority, license, or other document of qualification shall be revoked automatically forthwith.

2) In every case where a person who has been refused the issuance or renewal of a business license; or whose license has been revoked or suspended; or whose license is made subject to conditions, other than conditions imposed by this bylaw the person seeking the license may appeal to the Subdivision & Development Appeal Board.

3) All appeals shall be made within thirty (30) days in writing addressed to the Town of Millet and shall be dated as of the date received by the Secretary of the Subdivision & Development Appeal Board.

4) The Subdivision & Development Appeal Board, after hearing the applicant may:

- a) Direct a business license issued;
- b) Direct a business license issued with conditions;
- c) Refuse to grant a business license;
- d) Uphold the revocation of a business license on the grounds which appear just and reasonable and does not create a danger to the safety, health or welfare of the public.

5) A decision of the Subdivision & Development Appeal Board is final and binding on all parties.

PART VII - ENFORCEMENT

1) The C.A.O. or designate of the Town or a Peace Officer may, at their discretion, issue a letter or notice to anyone who is in contravention of any section of this Bylaw directing the said person to take any action required so as not to be in breach of the section. The notice or letter may provide a time frame for the person to complete the action.

2) Any person who does not comply with a notice or letter is subject to a penalty pursuant to a fine amount as listed in Schedule "B".

3) A Peace Officer is hereby authorized and empowered to issue a violation ticket to any person who the Peace Officer believes on reasonable and probable grounds has contravened any section of this Bylaw.

4) Any person to whom a violation ticket has been issued may make the voluntary payment, if one is offered, by delivering the violation ticket as per instructions on the violation ticket along with an amount equal to that specified for the offence as set out in this Bylaw.

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- 5) Notwithstanding the provisions of this Bylaw, any person who has been issued a violation ticket pursuant to any section of this Bylaw may exercise his/her right to defend any charge of committing a contravention of any provision of this Bylaw.
- 6) A person issued a violation ticket for an offence shall be deemed sufficiently and properly served if served personally on the accused.
- 7) Should a person within the Town be engaged in any business without a valid and subsisting business license, unless specifically exempted by law, then as per Section 8 of the Municipal Government Act they may be prevented from engaging in any business until such time that they attain a valid business license.
- 8) Corporation and Partnerships;
 - (a) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
 - (b) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

PART VIII - SEVERABILITY

Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

PART VIII - REPEAL

Bylaw No. 2009/14 is hereby repealed.

PART X - EFFECTIVE DATE

AND FURTHER THAT this bylaw shall take effect on the date of third and final reading.

READ a first time this 9th day of November, 2011

READ a second time this 23rd day of November, 2011.

READ a third and final time this 23rd day of November, 2011

MAYOR: Rob Lorensen

C.A.O.: Teri Pelletier

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SCHEDULE "A" – BUSINESS LICENSE FEES

Development Permit Fee	\$ 30.00		
Resident Business	\$ 60.00		
Non-Resident Business	\$120.00		
General Contractor (fees includes all sub-contractors)	\$250.00		
Home Occupations (Minor & Major Home Business & Home Office)	\$ 90.00		
Hawkers and Peddlers	\$120.00		
Weekly License (any category)	\$ 25.00		
Monthly License (any category)	\$ 50.00		
Rental Properties	\$ 120.00	3 – 5	units/dwelling/lease space
	\$ 240.00	6 – 10	units/dwelling/lease space
	\$ 450.00	11 – over	units/dwelling/lease space

New annual business license fees shall be reduced by half (50%) when purchased after September 30 in any license year.

SCHEDULE "B" - VIOLATIONS AND PENALTIES

Any person who commits a breach of any of the provisions of this bylaw shall be liable to a penalty of \$200.00 (Two-hundred dollars).

A person who commits a second or subsequent offence within a period of one (1) year may be subject to a fine that is double the amounts above.

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SCHEDULE "C"- BUSINESS LICENSE APPLICATION FORM



Business License Application (Home Based)

Business Name: _____
Business Type: _____
Mailing Address: _____
Civic Address: _____
Website: _____

Primary Contact Information

Name/Title: _____
Business Phone: _____, **Business Fax:** _____
Business Cell: _____, **Email:** _____

Secondary Contact Information

Name/Title: _____
Business Phone: _____, **Business Fax:** _____
Business Cell: _____, **Email:** _____

As a Contractor, are you accepting pre-payments from clients? (circle one) Yes / No
(If yes to the above please supply proof of Provincial Licensing)

Provincial / Federal License # (if applicable): _____

Are you exempted from obtaining a Municipal License? (circle one) Yes / No

(If yes to the above you must have proof of exemption, please attach a copy of verification)

Storage of Materials, Dangerous Goods or Chemicals on Premises: yes/no _____

List of Storage Contents: _____

(Storage must comply with the 2011/05 Land Use Bylaw and the 2009/04 Nuisance Bylaw of the Town of Millet)

Application FEES

Development Permit for secondary use in residential dwelling: \$ 30.00 non-refundable
(Home office does not require a development application)

Home Occupation: \$ 90.00

Home Office: \$ 90.00

***** If discretionary to the zoning regulations in the Land Use Bylaw 2011/05 the application will be forwarded to the Municipal Planning Commission Board for Approval prior to issuance of a Business License *****

****Notes:** No license shall be issued to any person, firm or corporation who is indebted to the Town for any debt in default, excluding them from any indebtedness for current taxes only.

License to terminate on the 31st of December of each business year, unless stated for a shorter period or the license has been sooner cancelled or forfeited.

*******I the undersigned,**

- 1) **Accept full responsibility that the foresaid information is true and correct.**
- 2) **Accept full responsibility for any and all liability related to the day to day conduct of the above stated business.**
- 3) **Absolve the Town of Millet of any liability whatsoever, which may result from the day to day conduct of the above stated business.**

Applicants Signature: _____ **Date:** _____

See reverse side

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Business Profile

What is the total amount of space this business will occupy in your home? _____
How many people will be employed at the residence other than yourself (if any)? _____
Are you planning to expand your business in the next 2 to 5 years? _____
How many clients/customers may be coming to your home at one time? _____
How many clients/customers may be coming to your home during an average day? _____
How many clients/customers may be coming to your home during an average week? _____
How many parking stall will be provided for clients/customers and delivery trucks? _____
(No off-site parking permitted)
Is the garage being used for any portion of the business? _____
If yes, for what type of materials and how much space is used? _____
If the garage is being used, does it interfere with parking of residences vehicles? _____
How many commercial vehicles under 681 kg (3/4ton) gross vehicle weight _____
Over 681 kg (3/4ton) gross vehicle weights _____ associated with
the business are stored on or near the residential site.
Will you require signage for advertising? (circle one) YES NO
If yes, you must comply with the Land Use Bylaw 2011/05, Part 4, Section 4.4 & Part 7, Section 7.6 (Signs)
Are you the Owner of the premises? (circle one) YES NO

Minimum Requirements: Must be Completed

_____ Application Fee
_____ Floor plan showing dimensions
_____ Development Permit application / approval
_____ A brief description of your business activities
_____ Signage requires a drawing/picture, the shape/size and description of the placement of the sign. (if required)
_____ An original letter of authorization from the registered landowner (if other than the applicant)

Freedom of Information & Protection of Privacy Act (FOIP)

Information about your business may be published in promotional material, advertising and/or Town of Millet Web Site. If you do not wish your business to be promoted by the Town of Millet, please indicate below.

I do / do not wish to have my business promoted by the Town of Millet.

Applicants Print Name: _____, Applicants Signature: _____

OFFICE USE ONLY:

Approved by: _____ Refused by: _____

Comments: _____

Development Permit # _____, Business License # _____

Date Approved: _____, Receipt # _____

License Inspector/or Designate Signature: _____

New Application _____ Renewal _____

Town of Millet, Box 270, Millet, Alberta T0C 1Z0 – Civic Address: 5120 – 50th Street, Millet, Alberta T0C 1Z0
Phone: 780-387-4554, Fax 780-387-4459; Web Site: www.millet.ca

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Business License Application (Commercial/Retail/Industrial)

Business Name: _____
Business Type: _____
Mailing Address: _____
Civic Address: _____
Website: _____

Check One: Proprietor: _____, Partnership: _____, Corporation: _____, Charitable Organization: _____,

Primary Contact Information

Name/Title: _____
Business Phone: _____, **Business Fax:** _____
Business Cell: _____, **Email:** _____

Secondary Contact Information

Name/Title: _____
Business Phone: _____, **Business Fax:** _____
Business Cell: _____, **Email:** _____

IN CASE OF AN EMERGENCY AND/OR DISASTER

The following information will be used in cases of Emergency or Disaster and shared with Millet Emergency and/or Disaster Services. Please list those people that have 24 hour access to your Business Location.

Contact Name #1 - _____, Phone: _____

Key holder: Yes No / **Alarm Password:** Yes No Phone 2 _____

Contact Name #2 - _____, Phone: _____

Key holder: Yes No / **Alarm Password:** Yes No Phone 2 _____

Are any DANGEROUS GOODS or CHEMICALS stored at the Business Location? Yes No (If yes; Please List)

List of Materials: _____

Storage Details: _____

(Storage must comply with the 2011/05 Land Use Bylaw and the 2009/04 Nuisance Bylaw of the Town of Millet)

As a Contractor, are you accepting pre-payments from clients? (Circle one) Yes / No

(If yes to the above please supply proof of Provincial Licensing)

Provincial / Federal License # (if applicable): _____

Are you exempted from obtaining a Municipal License? (circle one) Yes / No

(If yes to the above you must have proof of exemption, please attach a copy of verification)

Application FEES

Development Permit (change of use): \$ 30.00 non-refundable

Commercial Resident Business \$ 60.00 _____ Commercial Non-Resident Business \$ 120.00 _____

General Contractor \$ 250.00 _____ Hawker & Peddlers \$ 120.00 _____

Weekly License (any category) \$ 25.00 _____ Monthly License (any category) \$ 50.00 _____

Rental Properties: 3 - 5 \$ 120.00 _____, 6 - 10 \$ 240.00 _____, 11 & over \$ 450.00 _____

***** If discretionary to the zoning regulations in the Land Use Bylaw 2011/05 the application will be forwarded to the Municipal Planning Commission Board for Approval prior to issuance of a Business License *****

See reverse side

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Business Profile for Economic Development

What year was this business first established In Millet? _____
What is the size of your business building? (Please indicate if m2 or ft2) _____
What is the land area of your business location? (Please indicate if m2 or ft2) _____
How many employees does your business have? (Both full and Part Time) _____
Are you planning to expand your business in the next 2 to 5 years? _____
Please list Products and Services that your Business offers. _____

How many parking stall will be provided for clients/customers and delivery trucks? _____

If parking is required you must comply with the Land Use Bylaw 2011/05, Part 7, Section 7.4

Will you require signage for advertising? (circle one) YES NO

If yes, you must comply with the Land Use Bylaw 2011/05, Part 4, Section 4.4 & Part 7, Section 7.6 (Signs)

Are you the Owner of the Premises? (circle one) YES NO

If no, we require an original letter of authorization from the registered owner to conduct business on premises and placement of signage.

Minimum Requirements: (Must be Completed)

_____ Application Fee
_____ Parking requires a site drawing of available parking / on or off site parking. (if required)
_____ Signage requires a drawing/picture, the shape/size and description of the placement of the sign. (if required)
_____ Development Permit application / approval
_____ A brief description of your business activities
_____ An original letter of authorization from the registered landowner (if other than the applicant)

The License Inspector may require an Occupancy Permit in Millet: (if required) Permit # _____

The License Inspector may require a Food Establishment Permit: (if required) Permit # _____

****Notes:** No license shall be issued to any person, firm or corporation who is indebted to the Town for any debt in default, excluding them from any indebtedness for current taxes only. License to terminate on the 31st of December of each business year, unless stated for a shorter period or the license has been sooner cancelled or forfeited.

*******I the undersigned,**

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Applicants Signature: _____ **Date:** _____

Freedom of Information & Protection of Privacy Act (FOIP)

Information about your business may be published in promotional material, advertising and/or Town of Millet Web Site. If you do not wish your business to be promoted by the Town of Millet, please indicate below.

I do / do not wish to have my business promoted by the Town of Millet.

Applicants Print Name: _____, **Applicants Signature:** _____

OFFICE USE ONLY:

Approved by: _____ Refused by: _____

Comments: _____

Development Permit # _____, Business License # _____

Date Approved: _____, Receipt # _____

License Inspector/or Designate Signature: _____