



Requirements to apply for a General Business License (Commercial locations in Leduc)

Checklist:

- ☐ Business License Application
- ☐ Form B – Business Information Form
- ☐ Corporate Certificate / Proof of Filing


Applications can also be submitted through our online portal: <https://cityview.leduc.ca/CityViewPortal>


CityView Portal

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BUSINESS LICENCE APPLICATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4
Telephone: 780-980-8427 | Fax: 780-980-7127 | Email: business@leduc.ca

APPLICATION STATUS:

☐ New Business☐ Renewal☐ Information Update

Legal or Registered Business Name

(Please include a copy of the incorporation or business trade name certificate.)

***Operating/Trade Name**

***Business Location** (operating address)

CITY/PROV:

POSTAL CODE:

Mailing Address (if different than business location)

Description/Nature of Business

Business Owner Name(s)

CITY/PROV:

POSTAL CODE:

Business Owner(s) Mailing Address

Operator / Manager Name (if different than owner)

CITY/PROV:

POSTAL CODE:

Operator / Manager Mailing Address

***Office Phone Number**

Cellular Phone Number

Fax Number

***Email**

***Website**

FULL TIME:

PART-TIME:

SEASONAL:

Number of Employees (Leduc businesses only)

Employees on-site (non-residents only)

Business Opening Date (if applicable)

NAICS Class (if known)

* Information indicated with this symbol will be included in the City of Leduc online business directory.

Applicant Printed Name

Applicant Signature

Date

This information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, R.S.A., 2000 and will be used to process your business licence. This information is considered public information and will be routinely disclosed upon request by the public. If you have any questions about this collection, use, or disclosure of this information, please contact the City Clerk, City of Leduc, 1 Alexandra Park, Leduc, AB, T9E 4C4.

If your business licence fee is exempt in accordance with a Statute of the Province of Alberta, Parliament of Canada or a registered association, you are required to provide proof for an exemption.

FOR OFFICE USE ONLY

Licence #:		Bus. Type:		Dev. Permit:	
NAICS Class:		Use:		Zone Type:	
Referral Req'd:	YES/NO Department: _____	Planning Approval:		Date:	
Licence Fee:		SCO Approval:			

FOR CREDIT CARD PAYMENTS:

Credit Card No.

Expiry Date

CVV

Authorization Signature



FORM B - BUSINESS INFORMATION FORM

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4
Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: planning@leduc.ca

Project Location's Municipal Address:

OFFICE USE ONLY

Application Received Date: _____

Name of Business Operating on the Property: _____

Business Website (optional) _____

Please provide a detailed description of the business you will be operating and all activities associated with the operation that will take place both inside and outside the building: (use a separate sheet if you need extra space)

Days and hours of operation: _____

Number and types of vehicles associated with the business that will enter and exit this property and their frequency:

___ Less than 1 ton (van, pickup trucks, etc.) _____

___ Larger than 1 ton but less than 5 ton (including cube vans, flat decks, etc.) _____

___ Larger than 5 tons (including semi-trailers, b-trains, dump trucks, etc.) _____

List other equipment that will be used for the operations on this site: _____

Please list the types of goods or equipment relating to your operation that will be stored outside your building and ensure to indicate on your site plan the location of outdoor storage areas: _____

What are the heights of the structures/equipment to be stored outside the principal building:

Are you storing, using or transshipping any hazardous chemicals on the property for the operation of your business? ☐ Yes ☐ No

If YES, please list them below or on a separate sheet, include the quantity of each chemical, and provide the related Material Safety Data Sheets.

FOIP Statement: The personal information requested on this form is being collected under the *Safety Codes Act* and the *Municipal Government Act* for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The information is being collected in accordance with Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. NOTE: The name of the permit holder and the nature of the permit is available to the public upon request. Questions regarding the collection of this personal information may be directed to the City Clerk at (780) 980-7177 at #1 Alexandra Park, Leduc, AB, T9E 4C4.

CORPORATE ACCESS NUMBER:

Government
of Alberta

BUSINESS CORPORATIONS ACT

CERTIFICATE
OF
INCORPORATION

WAS INCORPORATED IN ALBERTA ON:



Alberta

Corporate Registry
Service Alberta
Box 1007 Stn Main
Edmonton, Alberta T5J 4W6
Canada
Telephone: 780-427-7013
www.alberta.ca

March 25, 2022

To Whom It May Concern:

Subject: Business Number Issued

Thank you for completing your business/organization registration with the Alberta Corporate Registry. All newly registered Alberta business/organizations are automatically issued a Business Number (BN) by the Canada Revenue Agency (CRA).

Legal Name:
Alberta Corporate Access Number:
Business Number:

If your business/organization is a corporation a CRA corporation income tax program account has also been created. The corporate income tax program account number is your BN with the suffix RC0001. For example: 123456789 RC0001.

For more information about Corporation Income Tax and other CRA federal program accounts (for example, GST/HST, payroll deductions, and import/export) please visit the following CRA website (<https://www.canada.ca/en/revenue-agency.html>).

The BN will simplify interactions with government, providing one easy method of identification. Federal and Provincial government programs may ask for your BN as part of service delivery. Using this common business identifier can save you time resolving identity issues and help you receive faster service. It can also minimize occurrences of mistaken identity.

You may use either the Corporate Access Number, Registration Number, or BN when submitting updates to the Alberta Corporate Registry.

Alberta Corporate Registry
Government of Alberta

REGISTER TRADE NAME - Proof of Filing

Alberta Registration Date:

Registration Number: '

Service Request Number:
Trade Name:
Type of Business:
Business Location:
Commencement Date:

Declarant

Status:
Declarant Type:
Last Name / Legal Entity Name:
First Name:
Middle Name:
Occupation:
Street:
City:
Province:
Postal Code:
Email Address:

Registration Authorized By:

The Registrar of Corporations certifies that the information contained in this proof of filing is an accurate reproduction of the data contained in the specified service request in the official public records of Corporate Registry.

*** SAME FORMAT FOR ALL BUSINESS TYPES ***

ANNUAL RETURNS FOR SOCIETY AND NON-PROFIT
COMPANY - Proof of Filing

Alberta Amendment Date:

EDMONTON, ALBERTA
T6G 2T5

Service Request Number:
Corporate Access Number:
Legal Entity Name:
Legal Entity Type:
Legal Entity Status:
Registration Date:

This confirms the Annual Return for has been filed as of

Officer / Director / Branch

Status:
Relationship to Legal Entity:
Individual / Legal Entity Type:
Appointment Date:
Cessation Date:
Last Name / Legal Entity Name:
First Name:
Street / Box Number:
City:
Province:
Postal Code:

Status:
Relationship to Legal Entity: