

## BUSINESS REGISTRATION POLICY

Subject: Issuing Business Licenses

Ref: Economic Development

Code: 61


Date Approved: May 28, 2013

Motion No: 241/25/05/13

Replaces: 706/17/10/06

The County of Northern Lights believes in assisting and promoting local business developments.

The County of Northern Lights proposes to do this by collecting statistical data to guide the Economic Development Strategy by encouraging business registration and issuing County business licenses.

Signed:   
Chief Elected Official

Signed:   
Chief Administrative Officer

## PROCEDURE:

1. The County does not require businesses to obtain a business license to operate within the boundaries of the municipality.
2. Businesses are encouraged to register their organization with the County. Registration is voluntary, and involves the completion of the business registration form<sup>1</sup>. The Business registration process is the responsibility of the Economic Development Department and these forms help the County better understand the structure and needs of the business community.
3. Upon receipt of the completed business registration form, a business license<sup>2</sup> will be issued.
4. There is no fee charged for this business license.

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<sup>1</sup> Schedule A

<sup>2</sup> Schedule B



## Business Registration Form

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

### **Business Information**

Name of Business: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

- Include me in the County of Northern Lights Business Directory: \_\_\_\_\_ Yes \_\_\_\_\_ No
- I would like to receive emails from Economic Development in regards to events, training, programs, and business news: \_\_\_\_\_ Yes \_\_\_\_\_ No

Date of Business Startup? \_\_\_\_\_

Number of Staff? \_\_\_\_\_

<b>Which business sector would you say your business falls under?</b>			
Administration / Clerical		Management / Consulting	
Agriculture		Medical / Science / Social Services	
Arts / Entertainment / Recreation		Oil / Gas / Mining	
Creative / Marketing		Retail Trade	
Engineering		Real Estate / Rental / Leasing / Accommodations / Development	
Educational Services		Skilled Trades / Construction	
Finance / Accounting / Insurance		Transportation / Warehousing	
Forestry		Tourism	
Hospitality / Food Services		Wholesale Trade	
Industrial / Manufacturing		Utilities / Waste Management	
Information Technology		Legal Services	
Other: _____			

Is your company experiencing difficulties in recruiting employees? \_\_\_ Yes \_\_\_ No

a. If yes, please identify what type of positions you have a challenge in filling?

Type of positions	Please check any areas that are applicable	Type of position	Please check any areas that are applicable
Finance / Accounting		Industrial / Manufacturing	
Administration / Clerical		Information Technology	
Creative / Marketing		Medical / Science	
Engineering		Transportation / Warehousing	
Hospitality		Skilled Trades	

Annual Sales above or below \$100,000; \_\_\_\_\_ Above                      \_\_\_\_\_ Below

**Additional Information**

2. Is your business located in your home? \_\_\_\_\_ Yes                      \_\_\_\_\_ No
3. Is your business located in the County of Northern Lights? \_\_\_\_\_ Yes                      \_\_\_\_\_ No
4. In which community is your business located? \_\_\_\_\_
5. Do you solicit, negotiate, or conclude sales contracts in person away from your place of business? \_\_\_\_\_ Yes                      \_\_\_\_\_ No
6. Business Structure:                      \_\_\_\_\_ Corporation                      \_\_\_\_\_ Sole Proprietor                      \_\_\_\_\_ Partnership                      \_\_\_\_\_ Franchise  
Other: \_\_\_\_\_
7. Do your contracts include some form of prepayment such as a deposit, progress payment, or other such payment before the contract is fully completed? \_\_\_\_\_ Yes                      \_\_\_\_\_ No
8. Is your company experiencing difficulty in obtaining financing? \_\_\_\_\_ Yes                      \_\_\_\_\_ No  
Please specify what type of financing you are looking for: Operational \_\_\_\_\_                      Capital \_\_\_\_\_
9. Please identify your biggest challenge: \_\_\_\_\_
10. Biggest Need: (e.g. training, staff etc.) \_\_\_\_\_

Comments:

**Note:** The issuing of a license to a person by the City does not relieve that person of the responsibility to obtain any provincial license that may be required by law. \_\_\_\_\_ (initial)

This personal information is being collected under the authority of the County of Northern Lights and will be used for the licensing of businesses in the County of Northern Lights. It is protected by the privacy provisions of the Freedom of Information Act. If you have any questions about the collection of this information please contact the County of Northern Lights.

**For Office Use Only**

**Economic Development Department:**  
 Received by: \_\_\_\_\_ Date License Issued: \_\_\_\_\_ NAICS Code: \_\_\_\_\_  
 Date Input in Database: \_\_\_\_\_

COUNTY OF NORTHERN LIGHTS

CERTIFIES THAT

Business Name

Legal Land Location: \_\_\_\_\_

has successfully registered their business with the County as of February 13, 2013  
and is therefore awarded this

BUSINESS LICENSE



County of  
NorthernLights  
BUSINESS

\_\_\_\_\_  
Manager of Economic Development