



Business Licencing – Commercial & Industrial Businesses

The Town of Slave Lake requires a business license for all ventures, whether commercial or industrial. The following is a guide to determine what type of business license you may need or additional documentation that may be required. Also, note that an occupying space or change in use permit will be required to ensure that your business can operate in the location you have chosen.

Provincial Licensing:

The Town of Slave Lake may require proof of a provincial business license if you answer “YES” to any of the following:

- Direct Selling Business (“door-to-door”)
 - Do you solicit, negotiate or conclude sales contracts in person away from your place of business?
- Prepaid Contracting Business (applicable to work on private dwellings only)
 - Do you solicit, negotiate or conclude sales contracts in person away from your place of business?
 - Do your contracts include a form of pre-payment such as a deposit, progress payment or other payment before the contract is fully completed?
- Other Businesses Requiring a Provincial License
 - Any of the following – auction sales, professional fund raiser, automotive, retail home sales business, employment agency, collections agency, cemetery, preneed contract cemetery, or crematory?

If you answered “YES” to any of the above questions, ensure you have the appropriate provincial license number as the Town of Slave Lake cannot issue a business license without it.

For further information on provincial licensing, please contact the Consumer Contact Centre at 780-427-4088 (Edmonton), or toll-free at 1-877-427-4088.

Commercial or Industrial Business:

To ensure you are able to locate your business in the Town of Slave Lake and acquire a business license, please make sure you have completed the following steps:

1. If you answer “YES” to any of the questions above, you will require a **provincial business license** to operate in the Town of Slave Lake. The licensing number must be clearly stated on the **Business License Application Form**.
2. If your business will sell tobacco products, a **tobacco retail license** (stamped and approved) must be presented with the Business License Application Form and an additional fee of \$50.00.
3. A new or existing business must fill out an **Occupying Space Development Permit** (and the required fee of \$150) prior to leasing or purchasing a building for the location of the business. Dependent on the zoning district of a commercial or industrial parcel in the Town of Slave Lake, the business type proposed must be compatible with the district; if the business is not



compatible with the existing zoning it must discuss zoning options with the Planning and Development department for rezoning or relocation.

4. When you submit your Occupying Space Development Permit, your business must also fill out a **Sign Permit Application** if the new building requires any signage. For proposed signs, a drawing of the sign including all measurements and locations must be attached to the application. The permit fee for one sign application is waived if applied at the time of the Occupying Space Permit; additional signage applications have a fee of \$125.00.
5. The business is now ready to apply for a Town of Slave Lake Business License. Ensure you fill out the application form clearly and submit all required information and documentation. Dependent on the type and location of the business, the appropriate fee must also be attached:

	Yearly Rate	Half Year Rate (after June 30)
Resident - place of business is situated within the Town of Slave Lake or the business is located within the MD 124 and HAS a Chamber of Commerce Membership	\$140.00	\$70.00
Local Non-Resident – located in MD 124 and operating in Town of Slave Lake and NOT a member of Chamber of Commerce	\$420.00	\$210.00
Non-Resident - business is situated outside of the Slave Lake Region	\$420.00	\$210.00

6. If your business is located in the Municipal District of Lesser Slave River and is conducting business within the Town of Slave Lake, a confirmation of membership with the Slave Lake & District Chamber of Commerce is needed for the “Resident” fee classification. The business is not required to be a member, however it is encouraged. For more information on the Chamber of Commerce, please contact Laurie at 780-849-3222.
7. Submit the Business Licensing Application form and all additional documentation to Kathleen via:
 - a. Phone: 780-849-8000
 - b. Email: Kathleen@slavelake.ca
 - c. Fax: 780-849-2633
 - d. Mail: Box 1030, Slave Lake AB T0G 2A0
 - e. Visit: Town of Slave Lake Office, 10 Main St. SW, Slave Lake