

# BUSINESS LICENSE FEE SCHEDULE 2022

Store Front (all businesses operated from taxable premises in Okotoks)

Yearly

Level 1; up to 5 FTEs \$200.00

Level 2; 6 - 10 FTEs \$250.00

Level 3; 11 - 15 FTEs \$335.00

Level 4; 16 - 49 FTEs \$385.00

Level 5; 50+ FTEs \$510.00

Business/Resident (all businesses operated from taxable premises in Okotoks)

Yearly

**Home Occupation** (business operated from a residence in Okotoks) Minor and Major \$200.00

**County** (any business with home base in boundaries of Foothills County) \$275.00

**Non-Residential** (beyond boundary of Foothills County) \$400.00

Special Permit Fees

1 Day \$50.00

Weekly (7 consecutive days) \$100.00

One Month (30 consecutive days) \$150.00

4 month/seasonal (120 consecutive days) \$200.00

Site Licenses Vendors Cost

Market/Trade Shows 15 or less \$200.00

Market/Trade Shows 16 - 30 \$275.00

Market/Trade Shows 31+ \$500.00



STAY UP-TO-DATE

[Okotoks.ca/BusinessSocial](http://Okotoks.ca/BusinessSocial)

We provide many ways to stay informed with what is happening in the Okotoks business sector

[LIKE/FOLLOW/SUBSCRIBE](#)

Business Licensing in Okotoks has never been easier

Improvements to the licensing process for new businesses through the new online intake form has reduced timelines, decreased paperwork and simplified the process overall. Are you interested in starting a new business in Okotoks? Start here: [Okotoks.ca/BusinessLicensing](http://Okotoks.ca/BusinessLicensing)



### Development Services

5 Elizabeth Street  
P.O. Box 20, Station Main  
Okotoks, AB T1S 1K1

[www.okotoks.ca](http://www.okotoks.ca)  
Email: [license@okotoks.ca](mailto:license@okotoks.ca)



2022

# Business Licensing in Okotoks

Information on the Application Process



Business Licensing

403.938.8052

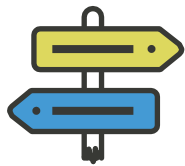
[license@okotoks.ca](mailto:license@okotoks.ca)



## WHY DOES MY BUSINESS NEED A LICENSE?

The Town of Okotoks requires all businesses operating or providing a product or service within the town limits to have a valid business license (**Bylaw 20-13**). A business license signifies that you have met the Town licensing and other Municipal Bylaw requirements and are permitted to operate within Okotoks.

The onus is upon each business to determine whether a Provincial license is required. Before you commit to a location for your business, please check with Development Services/ Planning Services to determine if your business activity is permitted in that location and whether Safety Codes/building use permits and/or fire inspections are required.



## WHAT ARE FEES USED FOR?

Fees are used to enhance and improve economic development initiatives and projects in the community. Paid licenses have the option to display for free in the Town Business Directory ([okotoks.ca/businessdirectory](http://okotoks.ca/businessdirectory)). Call **403.938.8052** for more information.

## WHEN ARE FEES DUE AND WHEN DOES THE LICENSE EXPIRE?



Business license fees are due by January 31 of each year, and a license expires at midnight on December 31 of that same year. Invoices are sent in December to businesses in the database with the appropriate renewal fee identified.

## HOW TO PAY



Payments for business license renewals can be made **online with Visa or MasterCard**. Start the process by clicking the “I want to” icon at [www.okotoks.ca](http://www.okotoks.ca)



You can also make payments **in-person at: The Municipal Centre, 5 Elizabeth Street, Okotoks**



or by mailing a cheque payable to **Town of Okotoks** P.O. Box 20, Station Main, Okotoks, AB T1S 1K1

## FINES & FLAT RATE PENALTIES

All business licenses should be displayed in a public area of your business to be readily available should a Licensing Officer request to see it. Consequences of violating the business license bylaw can range from flat rate penalties on your account and fines ranging from a minimum of \$250 to a maximum of \$2,000 plus the cost of the license.

**NEW Flat Rate Penalties:** All licenses not paid by January 31 will have a flat rate penalty applied to the business account of \$50 for all business licenses. Penalties will be applied on February 1. To avoid late charges when paying by mail, at financial institutions or through online banking, allow sufficient time (3 business days) for the payment to be received by the Town.



## BUSINESSES NO LONGER OPERATING

If a business has ceased operating it is the responsibility of the business to contact the Town of Okotoks in writing so that the database can be updated. The Town assumes a business is still in business if no written confirmation is provided that it has ceased. **Email to [license@okotoks.ca](mailto:license@okotoks.ca)**

## ADDRESS CHANGES



Please contact the Town of Okotoks if any of your business information has changed so that our mailing database can be updated.