

BUSINESS LICENSE & FILMING FEE SCHEDULE 2023

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 & 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 License Fees Cost

1 Day	\$50.00
Weekly (7 consecutive days)	\$100.00
One month (30 consecutive days)	\$150.00
4 month/seasonal/mobile food vending (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

Film Production Fees Cost

Film Production Application Fee	\$600.00
Production Crew Size 1-49 Production Permit	\$300.00
Production Crew Size 50-99 Production Permit	\$750.00
Production Crew 100+ Production Permit	\$1000.00
Production Crew Size 1-49 Damage Deposit	\$600.00
Production Crew Size 50-99 Damage Deposit	\$1000.00
Production Crew Size 100+ Damage Deposit	\$1300.00
On-Street Parking: Downtown (per day up to four production vehicle spots)	\$200.00



Stay informed with what is happening in the Okotoks business sector

Okotoks.ca/BusinessNews

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Okotoks.ca/newsletters

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/business-licensing

Economic Development

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

www.okotoks.ca/your-business
Email: ecdevokotoks@okotoks.ca



2023

Business Licensing in Okotoks

Information on the Application Process



Business Licensing

403.938.8052

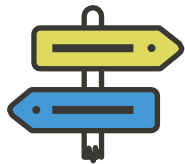
license@okotoks.ca



WHY DOES MY BUSINESS NEED A LICENCE?

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 licence signifies that you have met Town licensing and other municipal bylaw requirements and are permitted to operate within Okotoks.

Before you commit to a location for your business, please check with Planning Services at 403.995.2760 or planning@okotoks.ca. They will help you determine if your business activity is permitted in that location and whether Safety Codes, building use permits and/or fire inspections are required.



HOW DO BUSINESS LICENCE FEES SUPPORT THE BUSINESS COMMUNITY?

Fees are used to enhance and improve economic development initiatives and projects in the community. Paid licences have the option to display for free in the Business Directory: okotoks.ca/business-directory

Call **403.938.8052** for more information.

WHEN ARE FEES DUE & WHEN DOES A LICENCE EXPIRE?



Business licence fees are due by January 31.

Business licences expires at midnight on December 31 each year. Invoices are emailed to businesses in December with the renewal fee identified.

HOW TO PAY



Payments for business licence renewals can be made **online with Visa or MasterCard**. Start the process by visiting vth.okotoks.ca



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



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

All business licences should be displayed in a public area of your business to be readily available should a Licensing Officer request to see it.

To learn more about the business licence administration process, please review the business licence bylaw ([Bylaw 20-13](#)).



DO YOU HAVE BUSINESS CHANGES?

If the business has ceased operating or if any of your business information has changed, please contact Economic Development so the database can be updated.

Email: license@okotoks.ca

