

Business License Fees

Effective January 1, 2024

Store Front

Yearly

Level 1 , up to 5 FTEs	\$200
Level 2 , 6-10 FTEs	\$250
Level 3 , 11-15 FTEs	\$335
Level 4 , 16-49 FTEs	\$385
Level 5 , 50+ FTEs	\$510

Business/Resident

Yearly

Home Occupation (Minor/Major in Okotoks)	\$200
County (Foothills County operation)	\$275
Non-Residential (beyond Foothills County boundary)	\$400

Special Licenses

Fees

1 Day	\$50
Weekly (7 consecutive days)	\$100
1 Month (30 consecutive days)	\$150
4 month/seasonal/mobile food vending (120 consecutive days)	\$200

Site Licenses

Vendors

Fees

Market/Trade Show	15 or less	\$200
	16-30	\$275
	31+	\$500

Stay Informed



Subscribe today for Economic Development's newsletter:

Business Beat

Sign up at: [Okotoks.ca/newsletters](https://okotoks.ca/newsletters)

For more information about Economic Development in Okotoks:

okotoks.ca/your-business
ecdevokotoks@okotoks.ca

2024 Business Licensing in Okotoks

Application Process & Fee Information



Economic Development

5 Elizabeth Street | 403.938.8052

www.okotoks.ca/business-licensing
license@okotoks.ca





Business License Important Info



Business license fees are due by **January 31**.

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

How to Pay



Online with Visa or MasterCard
Start the process by visiting vth.okotoks.ca



In-person at the
Town of Okotoks Municipal Centre
5 Elizabeth Street



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

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.

To learn more about the business license administration process, please review the Business License Bylaw ([Bylaw 21-23](#)).

Is your business moving, expanding or getting a new owner?

If you answered “yes” to any of these questions, if the business has closed or there are any other details that have changed, please contact Economic Development to let us know so we can update the Town’s business database.

Ph: 403-938-8052

Email: license@okotoks.ca



Interested in filming in Okotoks?

Learn more about what Okotoks has to offer for location filming, fees and other information by reviewing our Filming Guidelines at: okotoks.ca/filming



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 21-23](#)). A business license 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 license fees support the business community?

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 Business Directory:

okotoks.ca/business-directory