



Business License Approvals Checklist

This checklist has been created to provide guidance on your journey to opening your business. Once the form is completed and the required approvals are obtained, the document and any supporting documents can be provided to a City of Chestermere Business Licensing representative for processing.

Business Name: _____ Owner Name: _____
Business Location: _____ Primary Contact: _____
Business Mailing Address: _____
Email: _____ Email: _____
Phone: _____ Phone: _____

The City of Chestermere requires the applicable authorities' approval before a License can be issued.

Table with 5 main rows for approval categories: Internal Use Only, Development Technician, Building Safety, Alberta Health Services, and Chestermere Fire Department. Each row includes a 'Required' checkbox, a description, and sub-tables for 'Inspection Date', 'Inspection report is attached', and 'Approval Granted'.

I, the undersigned, hereby certify that the information provided in this application is true, accurate, and complete to the best of my knowledge. I understand that the City of Chestermere is relying on this declaration to review my application, and that any errors, omissions, or misrepresentations may result in the refusal, suspension, or cancellation of the business license.

Applicant Signature: _____ Date: _____

Contact the Community Growth & Infrastructure Development Team and provide details about your business and desired location(s) to determine if your business is a permitted, discretionary or non-permitted use at that location(s).

Building, Development and Fire inspections can be coordinated through the Building Safety Team. Contact (403) 207-7075, or email inspections@chestermere.ca.