

Business Registration

All Development Permit applications for a Home Occupation Permit must include this form fully completed and signed along with a Development Permit Application Form, including all required information items that may be requested for it to be deemed a complete application.

The County of Vermilion River (CVR) uses the information in this form as an internal resource and for marketing purposes. It is the responsibility of the business to provide updated information to the County. Portions of the following business information may be made available publicly through the County's Business Directory, available on the County Website at www.vermilion-river.com. The County of Vermilion River (CVR) cannot guarantee how this information may be used thereafter.

If you **DO NOT WISH** to have your business information posted publicly, please read the following statement and check the box.

☐ I **DO NOT** wish to have my business information posted on CVR's online Business Directory

OFFICE USE ONLY

Application Fee: _____ ☐ Debit ☐ CHQ ☐ CASH ☐ CREDIT Receipt Number: _____ Date Received: _____

Land Use District: _____ Division: _____ Tax Roll #: _____ File #: _____

Development Permit Number:

Land Use District:

Applicant Name:

Numbered Company (if applicable):

Registered Owner's Name:

Years Established:

Legal: ☐ NE ☐ NW ☐ SE ☐ SW ¼ | ½ Section _____ Township _____ Range _____ W4
LOT _____ BLOCK _____ PLAN _____ TITLE AREA: _____ hectares OR _____ acres

Municipal Address:

ISO Certified: ☐ YES ☐ NO

Home Based: ☐ YES ☐ NO

Profile Information *(The information in this section will appear in the County's Business Directory, unless otherwise indicated by applicant)*

Online: ☐ YES ☐ NO

Website:

Seasonal: ☐ Spring ☐ Summer ☐ Fall ☐ Winter

Address:

Market (Select all That Apply):

- ☐ Vermilion / Lloydminster
- ☐ Saskatchewan
- ☐ East Central Alberta
- ☐ Northern Alberta
- ☐ Southern Alberta

- ☐ Western Canada
- ☐ Eastern Canada
- ☐ USA
- ☐ Mexico
- ☐ Central & South America
- ☐ Europe

- ☐ Asia
- ☐ Africa
- ☐ Australia
- ☐ Worldwide
- ☐ Other (Please Specify):

Social Media:

- ☐ Facebook _____
- ☐ Twitter @ _____ # _____
- ☐ Instagram @ _____ # _____
- ☐ Pinterest _____
- ☐ YouTube _____
- ☐ LinkedIn _____
- ☐ Other: _____

Business Hours:

Confidential Information

The following information will be used only by CVR and will not be made available to the public. Although responses are voluntary, they help in measuring statistics, internal program development, and promoting growth opportunities.

Estimated Annual Sales (Please indicate currency):	Over the past 3 years, your annual sales have: <input type="checkbox"/> Increased <input type="checkbox"/> Stable <input type="checkbox"/> Decreased
Expansion Plans: <input type="checkbox"/> Less than 5 years <input type="checkbox"/> More than 5 years <input type="checkbox"/> Not considering	Relocation: <input type="checkbox"/> Less than 5 years <input type="checkbox"/> More than 5 years <input type="checkbox"/> Not considering
Interested in Economic Development Opportunities: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> My Industry Sector <input type="checkbox"/> Other Industry Sector (Please specify):	Would you like to be on the CVR email list (for events, business information, newsletters, etc.)? <input type="checkbox"/> YES <input type="checkbox"/> NO

Emergency / Disaster Information

Contacts (Please list those people that have 24-hour authorized access to your business location. This information is shared with our responders and will only be used in cases of emergency or disaster).

Contact #1: _____ Phone 1: _____ Phone 2: _____
Key Holder: ☐ YES ☐ NO Alarm Password: ☐ YES ☐ NO

Contact #2: _____ Phone 1: _____ Phone 2: _____
Key Holder: ☐ YES ☐ NO Alarm Password: ☐ YES ☐ NO

Dangerous Goods or Chemicals Stored at your Business Location: ☐ YES ☐ NO
If yes, please list:

Propane: ☐ YES ☐ NO Storage details:
Gasoline: ☐ YES ☐ NO Storage details:
Other (Please specify):
Storage details:

The business owner is responsible for obtaining from the appropriate municipal, provincial, and federal authority; any required licensing required for his/her business operations (<http://bizpal.ca/en/> is the BizPal site that can guide you to those requirements). In addition to any permits relating to building, plumbing, gas, sewer, water, highways, signage, fencing, and all other permits required in connection with any new development.

I / We the Applicant and/or registered owner(s) understand that failure to provide complete and accurate information to satisfy all the required items for my application may deem my application incomplete and may result in project processing delays. This is to certify that the below named persons have read, understand, and agree to the information and criteria outlined on this form.

Applicant Signature

Registered Owner Signature

Registered Owner Signature

Print Name

Print Name

Print Name

The personal information requested on this form is being collected by the County of Vermilion River for purposes provided under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about FOIP, contact the County Administrator at (780) 846-2244 OR (780) 853-5492.

NOTE: Home Occupations require the issuance of a Development Permit by the County of Vermilion River. All development and construction that occurs prior to a Development Permit issuance may be subject to penalty fees. A Stop Order may also be issued. The County requires the issuance of a Use and Occupancy permit before any structures and premises within the County of Vermilion River can be utilized. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to an application may result in an issued permit becoming null and void.

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Land Use District: _____ Division: _____ Tax Roll #: _____ File #: _____

IMPORTANT NOTICE:

Any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial, or other Municipal Legislation, or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

Applicant Information	Landowner Information
Applicant Name: _____ Mailing Address: _____ Phone: _____ Cell: _____ <input type="checkbox"/> I acknowledge that the primary mode of communication will be email if provided Email: _____	<i>(If different from Applicant)</i> Registered Owner Name(s): _____ Mailing Address: _____ Phone: _____ Cell: _____ Email: _____

Parcel Information

Legal: <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW ¼ ½ Section _____ Township _____ Range _____ W4 LOT _____ BLOCK _____ PLAN _____ TITLE AREA: _____ hectares OR _____ acres	Municipal Address: _____
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Proposed Home Occupation Details

Description of Business: _____ ☐ New Development ☐ * Existing Development

NATURE OF THE HOME OCCUPATION: ☐ Services ☐ Manufacturing ☐ Repair ☐ Retail Sale ☐ Other ☐ Major ☐ Minor
☐ Other (Please Specify): _____

Proposed Development Business Plan

IMPORTANT NOTICE:

The information links are provided for guidance only. The County makes no claim or guarantee as to the accuracy of the information found through the links or any resources it may provide to help an applicant in developing their business plan. The applicant must perform their own due diligence and obtain professional advice where needed in relation to business activities. The County assumes no responsibility from the use an applicant makes of the information provided herein. Development Permit applications will be reviewed based on their own merits consistent with the provisions in the County of Vermilion River Land Use Bylaw.

INSTRUCTIONS: Prepare a document addressing each of the areas presented below.

Company Name: _____ Date: _____

Website: _____ Phone: _____ Email: _____

Vision	This section should articulate your hopes and dreams for the business (see How to write a vision statement for your business). For example: <ul style="list-style-type: none"> What are you building? What do you see this business becoming (in X years)? How do you plan to grow the business and to what degree? (e.g., hire employees, open up branch outlets, take the business public, etc.) Do you eventually plan to sell the business for profit or to provide money for your retirement?
Business Overview (or Mission)	The business overview (or mission) should describe how you intend to achieve your vision. For example: <ul style="list-style-type: none"> What service(s) will you provide? What is your target market (who will buy your services)? How will your service offerings address the needs of the customers (e.g., what is your unique selling proposition)? How will you provide your services? (e.g., online, home business, brick and mortar, etc.)
Pricing Strategy	The pricing strategy section needs to demonstrate how your business will be profitable. Summarize your projected revenue and expenses: <ul style="list-style-type: none"> How much will you charge for your services?

	<ul style="list-style-type: none"> Briefly describe how your pricing will be competitive enough to attract customers but be high enough to generate a profit after subtracting expenses. See Breakeven Analysis and Pricing Strategies to Increase Profitability What marketing materials will be used (business cards, flyers, brochures, etc.)? What about referrals?
Objectives	<p>This section lists your objectives and metrics for success by time frame, as well as potential questions or challenges. For example:</p> <ul style="list-style-type: none"> Capture 20 percent of the local market share by year end Gain 5 steady customers in the first 6 months of operation Earn a net income of \$50,000 for the first fiscal year <p>List any obstacles or concerns, for example:</p> <ul style="list-style-type: none"> Winter season and/or poor spring weather reduces demand for landscaping services
Action Plans	<p>Briefly describe the action items needed to achieve your objectives, using milestone dates. For examples:</p> <ul style="list-style-type: none"> By "date" a fully equipped home office will be completed By "date" a business licenses and insurance acquired By "date" purchase of delivery van negotiated with dealer By "date" launch business website with description of services and price list By "date" social media marketing plan in place and potential customers connected via Facebook and LinkedIn By "date" subscribed to cloud-based accounting software and setup customer invoice templates <p>Describe possible solutions for any potential obstacles:</p> <ul style="list-style-type: none"> If landscaping services cannot be delivered due to weather look into providing other services, such as snow clearing or tree pruning
Risk Assessment	<p>Describe potential risks associated with the business activity and mitigative measures in place.</p> <ul style="list-style-type: none"> Internal risks (e.g., skills, management, financial, theft, malpractice, etc.) External risks (e.g., market, technology, competition, regulatory, etc.) <p><u>Prepare best-case and worst-case scenarios with key parameters of the business to help assess each risk.</u></p> <p>Risk assessment must include:</p> <ul style="list-style-type: none"> Amount of risk; Probability or chance of an event occurring; Number of occasions a person is exposed to the hazard; Number of people affected by a single event; and Maximum probable loss likely to be experienced (among others). <p>Discuss mitigative measures established to manage each risk.</p> <ul style="list-style-type: none"> What are the measures proposed to manage/reduce these risks? How would these measures impact business viability?

I / We, the Applicant and/or registered owner(s) certify that:

- a) The information given is complete and is, to the best of my/our knowledge, a true statement of the facts relating to the application for development approval and that no further progress will occur on the development until a decision on the permit has been rendered *. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.
- b) I authorize the staff of the County of Vermilion River and other agencies as designated in Section 542 of the *Municipal Government Act*, R.S.A. 2000, to enter my land for the purpose of conducting a site inspection in connection with my development permit application.
- c) Where applicable, the individual(s) whose information has been listed under "Applicant" on this application is hereby authorized to make this application on my/our behalf. (In the case of a registered company, documentation of those with signing authority under company seal is required in addition to this form.)
- d) I/We will not hold the County responsible or liable for the results obtained on my business from following or not following the attached business plan.
- e) I/We understand and acknowledge that **the County of Vermilion River makes no claim or guarantee as to the accuracy of the information found through the links or any resources it may provide to help an applicant in developing their business plan.**
- f) I/We understand and acknowledge that I/We **must perform our own due diligence and obtain professional advice where needed. The County will assume responsibility from the use I / We make(s) of the information provided herein.**

Applicant Signature

Registered Owner Signature

Registered Owner Signature

Print Name

Print Name

Print Name

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***All development and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order or an Order to Vacate may also be issued.**