

For certain categories of businesses you will be required to prove you hold a license or approval from other Government agencies, proof of discipline, or a record check.

Service Alberta – Consumer Contact Centre

1-877-427-4088 or visit

www.servicealberta.gov.ab.ca/Consumer_Info.cfm

Businesses such as prepaid contractors, direct sellers (door to door), home inspection, payday loan.

Solicitor General — Private Security

1-877-462-0791 or visit www.solgps.alberta.ca/

[programs_and_services/public_security/security_programs/](http://www.solgps.alberta.ca/programs_and_services/public_security/security_programs/)

Businesses such as security, investigator and locksmith services require a Provincial License.

Alberta Motor Vehicle Industry Council (AMVIC)

1-877-979-8100 or visit www.amvic.org/

Businesses such as automotive (sales, leasing, repair and consignment sales) and auto body shops must produce their license. You are required to provide the AMVIC with proof that you have City Planning approval.

Alberta Health Services (AHS)

403-502-8205 or visit www.albertahealthservices.ca/

Businesses such as, sale of food or food products, personal services, salons and spas, and tattoo parlors, must supply the results of the inspection before a license is issued.

Alberta Gaming & Liquor Commission (AGLC)

403-331-6500, or visit www.aglc.ca

Businesses selling alcoholic beverages must obtain a liquor license from the AGLC. You are required to provide the AGLC with proof that you have City Planning approval.

Alberta Apprenticeship and Industry training

403-525-3100, or visit www.tradesecrets.alberta.ca/

Businesses that are considered a compulsory designated trades for Alberta must show proof of the discipline.

Medicine Hat Police Service – Police Information Check

403-529-8400 884 2nd Street SE

Businesses such as ,Taxi's, Care Givers/Aid, Massage Therapists (or NHPC), Day Care, Canvassers or Pedlar's, Transient Trader, Piercing/Body, Tattooist, Escorts, Pawn Shop, Second Hand Dealer, Jewelry store require the License Department to consult with the Medicine Hat Police Service before issuing a license.

City of Medicine Hat
Planning and Development Services

580 First Street SE
Medicine Hat, AB T1A 8E6

Business Licensing
Phone: 403-529-8374
pbe@medicinehat.ca



www.medicinehat.ca/businesslicense



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Commercial Business License Process New or Moving



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2-3 WEEKS BEFORE YOU OPEN COME SEE US!

Are you considering opening or running a business in Medicine Hat? We can help you get started as opening a new business can be intimidating and we want to help make the process easier. Our role in Planning & Development Services is to assist businesses and the community to develop in a safe and appropriate way that enables all of us to live safely and to do our best to be successful. In application order are the list of permits you will need to consider.

1. Land Use Zoning Approval (required)

All business locations require Land Use Zoning Approval. If you are planning to open a business in a location which was formerly a different type of business, you may have to apply for a Change of Use Development Permit. Come talk to us to determine the necessary documentation required.

2. Development Permit for Signage (if applicable)

Obviously you will want people to find your business, so you will need signage to identify and promote yourself. You will need to apply for a Signage Permit so that we can ensure if the size, height, type and the lighting falls within the appropriate guidelines and regulations.

3. Building Permit for Interior Renovations (if applicable)

To ensure your space is safe for public use, you may need to upgrade your building. You will need to apply for a Building Permit for interior renovations if you are making changes to any walls, the number or size of window and door openings, the number and layout of rooms, or the height of the building. If you are just decorating your space, a permit is not required.

4. Gas, Electrical, Mechanical and Plumbing Permits (if applicable)

If you are making any changes to the gas, electrical, plumbing, heating or cooling systems in your proposed building, you may require permits. If you are unsure whether a permit is required, please contact our department.

5. Occupancy Permit (if applicable)

Moving in to a new or existing building may also require that you apply for an Occupancy Permit. You must obtain an Occupancy Permit if you require a Building Permit for interior renovations or, if there is a change in the type of occupancy from the previous use. This permit and written approval to occupy must be in place prior to the space being occupied.

6. Business License

If you are opening a brand new business then you will be required to apply for a Business License to operate.

If you already have a Business License and you are moving to a new location, it is advisable to contact the Department of Planning, Building & Development Services to have the address on your current license changed.

NOTE: *Changing your address for your utilities account does not amend the records for your business license.*

Our office is open from 8:30 a.m. to 4:30 p.m., Monday through Friday (except holidays).

We are located on the second floor of City Hall.

We can also help answer any questions over the phone by calling 403-529-8374.

Many Frequently Asked Questions regarding business licenses are also answered on the City of Medicine Hat website:

www.medicinehat.ca/businesslicense