



Approval to Operate

Date: _____

Name of Business _____

Business Description: _____

Business Owner Name _____

Mailing Address: _____

Municipal Address: _____

Lot _____ Block _____ Plan _____ Roll # _____

Telephone: _____ Fax: _____

Website: _____

Email: _____





Development Permit # _____ HBB 1 2 3 or Non Resident Initials _____

Certificate sent (Date): _____ On-line Business Directory _____

Contact us at:

Mark Edwards
Director Economic Diversification
mark.edwards@parklandcounty.com
Ph: 780-968-8406

Robynn Holstein
Business Development Officer
robynn.holstein@parklandcounty.com
Ph: 780-968-8888 Ext. 8246

Candace Coughlan
Business Development Officer
candace.coughlan@parklandcounty.com
Ph: 780-968-8888 Ext. 8284

Please Return Completed Form to:

Planning & Development Services preceptionist@parklandcounty.com

The personal information you provide will be used for the purpose of the Online Business Directory and is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection, use, and disclosure of this information, please contact the FOIP Coordinator at [Parkland County, 53109A HWY 779, Parkland County, Alberta T7Z 1R1 \(780-968-3229\)](mailto:foip@parklandcounty.com) or email foip@parklandcounty.com



Approval to Operate Checklist

Name of Business _____

Description of Business _____

Floor Area / Number of Bays _____

Traffic Impact

Clients / public visits per day: _____

Truck traffic movements: _____

Number of Employees _____

Days & Hours of Operation _____

Describe All Items/ Equipment Stored Onsite (indoor & outdoor) _____

Will you be installing signage? YES NO